RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY MANAGEMENT

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NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
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North Carolina Department of Cultural Resources
Division of Archives and Records
State Archives of North Carolina
Government Records Section

April 15, 2013

Lincoln County Board of Commissioner's Agenda Item Cover Sheet

Board Meeting Date:	10/15/2018	**Agenda Item Type:**	**Consent Agenda:**	X	**Public Hearing:**		**Regular Agenda:**	
Submitting Person:	Andrew C. Bryant	**Presentation Time *(est)*:**	5 minutes					
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Presenter at Meeting:	Andrew C. Bryant	**Email:**	abryant@lincolncounty.org					
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Submitting Department:	Planning & Inspections	**Email:**						
		Department Head Approval:	Digitally signed by Andrew C. Bryant DN: C=US, E=abryant@lincolncounty.org, O=Lincoln County, OU=Planning & Inspections, CN=Andrew C. Bryant Reason: I am approving this document Date: 2018.10.02 14:20:06-04'00'					

Description of Agenda Item:

Update of the county's Record Retention and Disposition Schedule

Background & Basis of Recommendations:

The North Carolina Department of Cultural Resources - Division of Archives and Records -State Archives - Government Records Section recommends the update of the county's record retention policy and disposition schedule.

Action/Recommendations:

Approval

Time Sensitivity (none or explain):	N/A
Budget Impact (if applicable):	N/A
List of Attachments (if any):	Record Retention and Disposition Schedule with local policies

CONTENTS

APPROVAL i
EXECUTIVE SUMMARY ii
MANAGING PUBLIC RECORDS IN NORTH CAROLINA iii
AUDITS, LITIGATION AND OTHER OFFICIAL ACTION vi
DESTRUCTION OF PUBLIC RECORDS vii
ELECTRONIC RECORDS AND DIGITAL IMAGING viii
MICROFILM xi
DISASTER ASSISTANCE xii
STAFF TRAINING xii
STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS 1
STANDARD-2. AIRPORT AUTHORITY RECORDS 16
STANDARD-3. ANIMAL CONTROL AND SHELTER RECORDS 18
STANDARD-4. BUDGET, FISCAL, AND PAYROLL RECORDS 21
STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS 31
STANDARD-6. EMERGENCY SERVICES RECORDS 43
STANDARD-7. GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS 50
STANDARD-8. INFORMATION TECHNOLOGY (IT) RECORDS 58
STANDARD-9. LEGAL RECORDS 63
STANDARD-10. PARKS AND RECREATION RECORDS 68
STANDARD-11. PERSONNEL RECORDS 71
STANDARD-12. PLANNING AND ZONING RECORDS 87
STANDARD-13. PUBLIC RELATIONS RECORDS 97
STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS 99
STANDARD-15. PUBLIC UTILITIES AND WASTE MANAGEMENT RECORDS 106
STANDARD-16. RISK MANAGEMENT RECORDS 112
REQUEST FORMS 116
INDEX 118

County Management
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. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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 county does not establish internal policies and retention periods, the county 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."*

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

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

Chief Administrative Officer/
County Manager

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners

Susan W. Kluttz, Secretary
Department of Cultural Resources

County: Lincoln County

April 15, 2013

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 county is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records 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 records series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all county 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 county. 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 in charge of microfilm coordination for the most current information.

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 county governments across the state to use when managing the records in their offices. It lists records commonly found in county 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 county 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 County Board of Commissioners for use in your county. 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 aids, 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 county?***

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 county, 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 county.

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 county. We will work with you to amend this records schedule so that you may destroy records 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. They must also have a 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 county 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 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 county offices. Contact the Records Management Analyst assigned to your county 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 county. 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 county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. ***Who 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. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION
AND OTHER OFFICIAL ACTION

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 maybe 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 22.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county 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.

Per 26 CFR 1.148-5(d)(6)(iii)(E), retain all documents related to a financing, including those related to construction or purchase of the financed asset, for the life of the debt plus 3 years.

DESTRUCTION OF PUBLIC RECORDS

Q. *When can I destroy records?*

A. Each records 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 above, "***What should I do with permanent records?***")

Q. *How do I destroy records?*

A. After your county 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;
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 county. 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. *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 of 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 receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your office should follow our guidelines, available on the State Archives of North Carolina website. Contact the Records Management Analyst assigned to your county for further instructions on how to develop a compliant Electronic Records Policy.

Permanent records must have a security preservation copy as defined by 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, photo static, 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 duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 5 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.

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.

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

GEOSPATIAL RECORDS

Q. Why should GIS datasets be retained and preserved?

A. Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies, and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. *What GIS datasets should be preserved by local governments?*

A. The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes.

Consult **STANDARD-7: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS** for additional records series.

Q. *How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?*

A. Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. *What data formats, compression formats, and media should be used to preserve the data?*

A. Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at http://www.ncgicc.com/

You should also comply with guidelines and standards issued by the State Archives of North Carolina and available on its website.

Q. *Who should be responsible for creation and long-term storage of archived data?*

A. The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

MICROFILM

Q. *Why do you still use microfilm?*

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45.1 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. The State Archives of North Carolina 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 Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. We will also film records of adoptions for your Social Services agency. 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 county 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 analyst assigned to your county.

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 county 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 microfilming.

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

A. We are 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 county, 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 Section 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 county.

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 county 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 office administration of county offices.

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES**	Retain in office official copy permanently.	
2.	**AGENDA AND MEETING PACKETS FILE** Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also **MINUTES OF PUBLIC BODIES** item 34, page 8.	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
3.	**APPLICATIONS FOR APPOINTMENT** 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 individuals appointed 1 year after expiration of term. b) Destroy in office remaining records after 1 year.	
4.	**APPOINTMENTS REPORTING RECORDS** 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
5.	**ASSOCIATIONS AND ORGANIZATIONS FILE** Records concerning associations, organizations, groups, etc., that have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records 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-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**AUDIO AND VIDEO RECORDING OF MEETINGS**	Destroy in office after approval of official written minutes.	
7.	**AUDITS: PERFORMANCE** Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also **AUDITS: FINANCIAL** item 6, page 22.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
8.	**BUSINESS DEVELOPMENT SUBJECT FILES**	Destroy in office after 3 years or when superseded.	
9.	**BULLETINS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
10.	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
11.	**CENSUS PROJECT FILE** Records created to assist the U.S. Census Bureau and county agencies with the decennial census.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Twenty-five (25) years	
12.	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	

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

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STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	DISPOSITION INSTRUCTIONS	***CITATION***
ERVICE tion, or taken or not s signed by ests for	Destroy in office 1 year after resolution.*	
concerning . These may opt into nited to,	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
unty	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
nes and y. Includes ehensive reports, and	a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	

***TIONS**, page vi.*

it will establish and enforce internal policies setting minimum retention periods for the records that instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
17.	**CONFERENCES AND WORKSHOPS FILE** Records concerning conferences and workshops conducted or attended by county employees. See also **EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** item 28, page 78.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
18.	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memoranda, including email, written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. 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 29, page 7. b) Destroy routine administrative correspondence and memoranda when administrative value ends.† Agency Policy: Destroy in office after Two (2) years c) Destroy in office remaining records after 3 years. *Retention Note: The correspondence, including email, of the county manager and department heads have historical value and should be retained.*	
19.	**CUSTOMER CALL CENTER RECORDINGS** Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Six (6) months	

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*
20.	**EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records concerning the maintenance, repair, routine testing, and inspection of county owned equipment and vehicles. See also **GRANTS** item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year. b) Destroy in office billing records after 3 years.* c) Retain for life of equipment and vehicles records documenting all other maintenance and repairs.	
21.	**EQUIPMENT AND VEHICLE REFERENCE FILE** Includes operation, specification, and technical manuals, brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
22.	**EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS** Records concerning the assignment, request, and usage of county assets. May include mileage and checkout logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of county owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
23.	**FACILITY ACCESSIBILITY FILE** Records concerning compliance with the Americans with Disabilities Act (ADA). May include survey of county 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

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 RECORD SERIES TITLE	L: ADMINISTRATION AND MANAGEMENT RECORDS DISPOSITION INSTRUCTIONS	CITATION
24.	**FUND DRIVE AND EVENT RECORDS** Records concerning the promotion and organization of fund drives and other special events in which the county participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
25.	**GOALS AND OBJECTIVES**	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
26.	**GRANT CONTRACT APPEALS CASES**	Destroy in office 10 years after final action or decision.*	
27.	**GRANT PROPOSALS** Proposals submitted for grants. May include applications, correspondence (including email), and other related records.	a) Transfer records concerning approved grants to **GRANTS** item 28, page 6 if approved. b) Destroy in office rejected or withdrawn grant proposals when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
28.	**GRANTS** Records concerning approved federal, state, and private grants. May include applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. See also **GRANTS: FINANCIAL** item 36, page 26.	a) Destroy in office records relating to specific non-continuing grants 5 years after termination or when released from audit.* b) Destroy in office records relating to specific continuing grants 5 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.	09 NCAC 03M.0703

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establis
Cultural Resources has scheduled with the disposition instruction "d

h and enforce internal policies setting minimum retention periods for the records that
estroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
29.	**HISTORIES FILE (AGENCY AND EMPLOYEES)** Records concerning the history of the county 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. b) Destroy in office remaining records when superseded or obsolete.	
30.	**INDEX FILE** Listing of where specific information can be found.	Destroy in office when superseded or obsolete.	
31.	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
32.	**MAIL: UNDELIVERABLE/RETURNED** Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing email returned for any reason.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Six (6) years	
33.	**MAILING AND DISTRIBUTION RECORDS** 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. b) Destroy in office all other records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	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.

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*
34.	**MINUTES OF PUBLIC BODIES** As defined by § 143-318.10 (b), includes official and reference copies of the minutes 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. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. 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 reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after Two (2) years	G.S. § 143-318.10
35.	**MINUTES (STAFF MEETINGS)** Minutes of meetings, including all referenced and attached documentation. See also **MINUTES OF PUBLIC BODIES** item 34, page 8.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	G.S. § 143-318.10(c)
36.	**NOTICES OF PUBLIC MEETINGS** Includes notices and regular meeting schedules. See also **AFFIDAVITS OF PUBLICATION** item 1, page 63.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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.	**OFFICE SECURITY RECORDS** Records concerning the security of county offices, facilities, vehicles, equipment, and personnel. May include visitor 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. 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.
38.	**ORDINANCES** Includes code of ordinances and ordinance development records. See the **Microfilm** section on page xi for instructions on microfilming.	a) Retain official copy permanently. b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.† Agency Policy: Destroy in office after Two (2) years c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.† Agency Policy: Destroy in office after Six (6) years	
39.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other records when superseded or obsolete.	
40.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
41.	**PEST CONTROL RECORDS** Records concerning county pest eradication programs.	Destroy in office after 3 years*	

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*
42.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning, and adoption of policies, procedures, and functions of the county and its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative valve ends.† Agency Policy: Destroy in office after Two (2) years	
43.	**PROCLAMATIONS AND ORDERS** Proclamations and orders issued by the county board of commissioners.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative valve ends.† Agency Policy: Destroy in office after Ten (10) years	
44.	**PROJECTS FILE** 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. b) Destroy in office remaining records 3 years after completion of project.	
45.	**PROPERTY INVENTORIES** Inventories describing the type of property (including equipment and facilities), its location, issuance to employees, and related information.	Destroy in office when superseded or obsolete.	
46.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign-up sheets, and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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*
47.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to county records.	Destroy in office 2 years after resolution.*	
48.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	
49.	**QUARTERLY UTILIZATION REPORTS** Reports relating to county business and economic development programs.	Destroy in office 1 year after submission of report.	
50.	**RATE AND FEE SCHEDULES** Records relating to rates, fees, and regulations concerning county services.	Destroy in office when superseded or obsolete.	
51.	**RECORDS MANAGEMENT FILE** Includes correspondence, including email, with state and/or federal agencies with regards to records retention. Also includes records disposition documentation and copies of records retention and disposition schedules.	a) Retain in office records concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
52.	**REFERENCE (READING) FILE** Subject files 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*
53.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by a county or prepared by consultants hired by the county.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain in office reports and studies prepared by request of a county's governing body or a court permanently. c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years. 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. e) Destroy in office remaining reports and studies when administrative value ends.† Agency Policy: Destroy in office after Two (2) years *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
54.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also **BIDS FOR PURCHASE** item 9, page 22.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
55.	**REQUISITIONS FILE** 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*
56.	**RESOLUTIONS** File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the **Microfilm** section on page xi for instructions on microfilming.	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends.† Agency Policy: Destroy in office after Ten (10) Years c) Destroy in office development records when administrative value ends.† Agency Policy: Destroy in office after Ten (10) Years	
57.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
58.	**TELEPHONE USAGE LOGS AND REPORTS**	a) Destroy in office records used for billing after 1 year.* b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Six (6) months	
59.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
60.	**VEHICLE REGISTRATION CARDS** North Carolina registration cards for vehicles in the county fleet.	Retain in vehicle until superseded.	
61.	**VETERANS COMMISSION QUARTERLY REPORTS**	Destroy in office after 5 years.	

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*
62.	**WORK ORDERS** Records include date and location of work, cost of materials used and labor, type of work performed, and similar information for the repairs of equipment, facilities, and vehicles.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work was completed follow disposition instructions for **FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 13, page 33, or **EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** item 20, page 5.	
63.	**WORKFORCE DEVELOPMENT BOARD MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Workforce Development Board.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	20 CFR 652 G.S §143B -438.13
64.	**WORKFORCE INVESTMENT ACT: AUDIT/AUDIT RESOLUTIONS** Records concerning reports from financial and compliance audit conducted on WIA programs in accordance with OMB A-133. May include audit reports and correspondence 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 G.S §143B -438.13 29 CFR 97.26 20 CFR 652
65.	**WORKFORCE INVESTMENT ACT: LOCAL AREA JOB TRAINING PLAN RECORDS** Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	20 CFR 652 G.S §143B -438.13

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*
66.	**WORKFORCE INVESTMENT ACT: PARTICIPANT RECORDS** 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 history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires.	Destroy in office 3 years after close of audit or final year expenditure.*	20 CFR 652 G.S §143B -438.13

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 county airport.

ITEM #	*STANDARD-2: AIRPORT AUTHORITY RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**AIR SPACE CONSTRUCTION FILES** Applications to construct structures which may obstruct flight space. May include correspondence, including email, and related records.	Destroy in office after 5 years.	
2.	**AIRFIELD INSPECTION FILES** 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** 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) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	14 CFR 139.201
4.	**AIRPORT COMMISSION MINUTES** See the **Microfilm** section on page xi for instructions on microfilming minutes.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
5.	**AIRPORT MASTER RECORD FILES** Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports	Destroy in office when superseded.	

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*
6.	**COMMUNICATIONS RECORDINGS** 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** Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
8.	**RADIO LOGS** 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 created and accumulated during the conduct of county animal control and shelter programs.

ITEM #	*STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ACTIVITY REPORTS (ANIMAL CONTROL)** Daily, weekly, and monthly reports to the County Health Department, Department of Health Services, etc., providing statistics regarding complaints answered, dogs and cats impounded, impounded animals disposed of, vaccinations, and animal bites reported. See also **REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** item 53, page 12.	Destroy in office after 1 year.	
2.	**ANIMAL ADOPTION RECORDS** Includes pre-adoption records and agreements.	Destroy in office after 2 years.	
3.	**ANIMAL ABUSE AND CRUELTY CASES** Includes complaints, citations and/or compliance orders, and similar records.	Destroy in office after 5 years.*	G.S. §14-360
4.	**ANIMAL BITE RECORDS** Includes copies of bite reports filed with the local Public Health Department. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	G.S. §130A-196, 197, 198.

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*
5.	**ANIMAL COMPLAINT RECORDS** Includes complaints of animal abuse and nuisances. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	
6.	**ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS** Includes citations and/or compliance orders issued to animal owners of violations of county ordinances. See also **DANGEROUS ANIMAL RECORDS** item 10, page 19.	Destroy in office after 3 years.*	
7.	**ANIMAL LICENSE RECORDS** Records concerning the payment of license fees.	Destroy in office after 3 years.*	
8.	**CERTIFICATES OF ANIMAL RELEASE** Certificates verifying health of animal examined and released by county animal control.	Destroy in office after 1 year.	
9.	**CONTROLLED SUBSTANCE EUTHANASIA LOG** Includes amount of controlled substance used and animals destroyed.	Destroy in office after 2 years.	21 CFR 1304.03
10.	**DANGEROUS ANIMAL RECORDS** Includes complaints, compliance orders, citations, bite reports, and similar records relating to dangerous animals.	Destroy in office records relating to dangerous animals until known dead or after 10 years.*	G.S. §67-4.1

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*
11.	**HISTORIES OF PET OWNERS** Records concerning information for each animal owner that violates the county ordinances. May include signed complaint forms, pictures, and paperwork issued by the animal control officer.	Destroy in office after 3 years.*	
12.	**OWNER CONTACT NOTICE RECORDS**	Destroy in office 1 year from date of contact.	
13.	**RABIES CONTROL REPORTS** Monthly reports sent to the Division of Health Services.	Destroy in office after 1 year.	
14.	**SHELTER DISPOSITION SHEETS** 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.	
15.	**VACCINATION RECORDS** Includes rabies vaccination certificates sent to county 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 county offices.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of a county debt issue must be retained for the life of the debt plus 3 years.

ITEM #	*STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	**ACCOUNTS RECEIVABLE** Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	**ACCOUNTS UNCOLLECTABLE** 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** Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 5 years.	G.S. § 159-11
5.	**ARBITRAGE RECORDS** Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	26 CFR Part 1 Section 1.148-3

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-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**AUDITS: FINANCIAL** Records concerning internal and external financial statements and financial-related audits. Includes reports, working papers, and related records. See also **AUDITS: PERFORMANCE** item 7, page 2.	a) Retain reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.*	G.S. § 159-34
7.	**AUTHORIZATION FORMS** Authorization to purchase materials.	Destroy in office after 3 years.*	
8.	**BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECEIPTS, RECONCILIATIONS, AND WARRANTS.** May include cash, credit card, and purchasing card statements and receipts.	Destroy in office after 3 years.*	
9.	**BIDS FOR PURCHASE** Records concerning quotes to supply products and services. May include advertisements, requests for proposals, and 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.* b) Destroy in office all other successful (awarded) bid records 3 years after purchase.* 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** 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. § 153A-176

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

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	requisitions, and notices of principal and interest due.	
27.	DEPOSITS	a) Destroy in o b) Destroy in o
28.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in o b) Destroy in off
29.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office w
30.	DISTRICT INVESTMENT RECORDS	Destroy in office a
31.	DONATIONS AND SOLICITATIONS	Destroy in office a
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	Destroy in office a
33.	EXPENDITURE REPORTS	Destroy in office a

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
† See signature page. The agency hereby agrees that it will establish and enforce interr
Cultural Resources has scheduled with the disposition instruction "destroy when admini

ITEM #	STANDARD-4: BUDGET, FISC	
	RECORD SERIES TITLE	
26.	DEBT FINANCING RECORDS Includes bank statements, reconciliation records,	Destroy in office satisfied.*

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
46.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records. See also **WITHHOLDING TAX FILE** item 57, page 30.	a) Destroy in office deduction authorization forms and records when superseded or obsolete.* b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
47.	**POPULAR ANNUAL FINANCE REPORT**	a) Retain records with historical value permanently. b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after Five (5) years	
48.	**POWELL BILL RECORDS** 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** Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 36, page 26.	a) Destroy in office capital improvement purchase orders 6 years after completion or termination of project.* b) Destroy in office all other purchase orders after 3 years.* *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.*	

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*
50.	**PURCHASING REPORTS AND LOGS** 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.*	
52.	**SURETY BOND INFORMATION**	Destroy in office after final inspection.*	
53.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	Destroy in office after 3 years.*	29 CFR 516.6 29 CFR 825.500
54.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL** item 36, page 26.	Destroy in office after 3 years.*	
55.	**VENDOR FILE** 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.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information
56.	**VOUCHERS AND REGISTERS FILE**	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*
57.	**WITHHOLDING TAX FILE** 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 county 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. b) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4

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

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STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS
Official records and materials created and accumulated during the conduct of county 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: CODE ENFORCEMENT AND INSPECTION RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**AIR POLLUTION SOURCE INFORMATION** For facilities which are no longer operational.	Destroy in office after 2 years.*	
2.	**BEER AND WINE LICENSES** Issuance and payment records concerning local licenses corresponding with Alcohol Beverage Control (ABC) permits.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
3.	**BLUEPRINTS AND SPECIFICATIONS** Blueprints and specifications of county owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. May include as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code.	a) Destroy in office residential blueprints and specifications when administrative value ends.† Agency Policy: Destroy in office after One (1) year b) Destroy in office commercial blueprints and specifications 1 year after permit is issued. c) Retain agency 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.

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.	**BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS** Includes applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Records include permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, plans, and correspondence (including email). May include contractor change forms.	a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
5.	**BUSINESS CERTIFICATION RECORDS** 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. b) Destroy in office applications for which a certification was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
6.	**CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS** Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
7.	**DAM CONSTRUCTION, OPERATION, AND MAINTENANCE FILES**	Retain for life of structure.	
8.	**DROUGHT CONTINGENCY PLANS** Water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
9.	**EROSION AND SEDIMENT CONTROL AFFIDAVITS** Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
16.	**HAZARDOUS WASTE DISPOSAL RECORDS** Data concerning the disposal of hazardous materials, including asbestos. Includes copies of manifests, lists of companies doing the removal, location, how much to be disposed, when to be removed, route and method of disposal, and other related documentation.	Destroy in office after 3 years.*	40 CFR 262.40 15A NCAC 13A .0100
17.	**ILLEGAL DUMPING FILE** Records concerning illegal dumping complaints received.	Destroy in office after 5 years.*	
18.	**INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM** Includes non-compliance inspection and test records conducted by a facility.	Destroy in office after 5 years.*	
19.	**INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES** Summaries of inspections of establishments whose business impacts environmental health.	a) Destroy in office after 3 years from date records were created while establishment is in operation. b) Destroy in office 1 year after establishment ceases to operate.	
20.	**INSPECTIONS: LANDFILL** Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of wastes in the environment.	Destroy in office after 5 years.*	
21.	**INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES**	Destroy in office after 5 years.	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
22.	**INSPECTIONS: SANITARY LANDFILL** Includes state inspection form.	Destroy in office after 1 year.	
23.	**INSPECTIONS: SEWAGE DISPOSAL SYSTEM** Reports showing home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with local government codes.	Destroy in office 2 years after inspection.	
24.	**INSPECTIONS: SUBSTANDARD HOUSING**	Destroy in office after 6 years.	
25.	**INSPECTIONS: WASTE LOADS** Inspections conducted to prevent the disposal of illegal and/or restricted materials in a landfill.	Destroy in office after 3 years.	
26.	**INSPECTIONS: WATER AND WASTEWATER SYSTEM** Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.*	
27.	**LABORATORY OPERATIONS RECORDS** 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.* b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*	15A NCAC 02H .0805(7)(G) and .1100.
28.	**LEAD AND COPPER COMPLIANCE RECORDS** Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	40 CFR 141.91
29.	**LIFT/PUMP STATION INFORMATION FILE** Technical information concerning lift station and maintenance, water, and sewer petition work.	Destroy in office after 3 years.*	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
30.	**LANDFILL OPERATIONAL PLAN** 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.	
31.	**LANDFILL TONNAGE AND COST FILE**	Destroy in office after the 5 year reporting period is complete.	
32.	**NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION** Contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
33.	**PERMIT LOG** Record showing permit number, date, name of owner, cost of construction (if applicable), permit date, and receipts.	Destroy in office after 6 years.	
34.	**PERMIT RECEIPT BOOKS**	Destroy in office after 3 years.*	
35.	**PERMITS: BURNING** Records concerning permits issued during site construction.	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
36.	**PERMITS: COMMUNITY WATER SYSTEM** Permit issued by the NC Department of Environment and Natural Resources.	Destroy in office when superseded.	G.S. §130A-328(a)
37.	**PERMITS: ENCROACHMENTS OF RIGHT-OF-WAY**	a) Destroy in office 3 years after case is resolved.* b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
38.	**PERMITS: FACILITIES USE**	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
39.	**PERMITS: LANDFILL**	Destroy in office after the 5 year reporting period is complete.	
40.	**PERMITS: MISCELLANEOUS (CONSTRUCTION)** Applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. See also **PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)** item 41, page 38.	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
41.	**PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)** Includes, but is not limited to, applications and permits regarding burning, special events, and landscape establishment. See also **PERMITS: MISCELLANEOUS (CONSTRUCTION)** item 40, page 37.	a) Destroy in office 1 year after expiration of permit. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
42.	**PERMITS: PUBLIC UTILITIES PROJECTS** 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 6 years after expiration, cancellation, revocation, or denial.* b) Retain approval letters and supporting documentation permanently.	15A NCAC 18C .0300 and 2H .0115 40 CFR 122.28 (1993)
43.	**RECREATIONAL VEHICLE REGISTRATION RECORDS** 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.*	
44.	**REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS** Includes water distribution and treatment.	a) Destroy in office records concerning the operation of water treatment facilities after 3 years.* b) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.*	15A NCAC 18C .1301

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
45.	**REPORTS: DISCHARGE MONITORING** 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 (NPDES) permits.	a) Destroy in office daily reports after 3 years. b) Destroy in office National Pollutant Discharge Elimination System (NPDES) reports 5 years from date of submission.* c) Destroy in office annual reports 5 years from date of submission.*	40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
46.	**REPORTS: ENVIRONMENTAL HEALTH** Laboratory reports showing results of environmental health tests.	Destroy in office after 3 years.	
47.	**REPORTS: LANDFILL MONITORING** Gas and groundwater monitoring records and reports.	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	
48.	**REPORTS: MONTHLY BUILDING PERMITS AND CONSTRUCTION** Customized reports used for statistical analysis of current development trends within the county. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census and/or the NC Department of Environment and Natural Resources (DENR).	Destroy in office after 3 years.	
49.	**REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)**	Destroy in office after 2 years.*	
50.	**REPORTS: WASTEWATER MAINTENANCE OPERATION**	Destroy in office after 3 years.	
51.	**STANDARD BUILDING CODES**	Destroy in office when superseded or obsolete.	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
52.	**STREET INFORMATION** May include master address logs.	Destroy in office when superseded or obsolete.	
53.	**TRADES CERTIFICATIONS** Includes contractors licensing records.	Destroy in office when superseded or obsolete.	
54.	**TROUT BUFFER VARIANCES** Records may include denials and waivers.	a) Destroy in office 6 years after approval of permit. b) Destroy in office plans for which a permit was not issued after 3 years.	
55.	**UNSAFE BUILDINGS FILE** Notification to owner of unsafe conditions relative to a particular structure.	Destroy in office after 6 years provided all issues have been resolved.*	
56.	**VIOLATIONS** Includes complaints, certified return receipts, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. Applies to violations of building and fire code, minimum housing, and erosion and sediment control.	Destroy in office 3 years after verification of correction. *	
57.	**VIOLATIONS: SOLID WASTE MANAGEMENT** 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.*	
58.	**VIOLATIONS: WATER CONSERVATION** Notices of water conservation violation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
59.	**VALVE OPERATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
60.	**WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE** May include records of waste oil filter collections.	Destroy in office after 5 years.	
61.	**WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS**	Destroy in office after 5 years.*	15A NCAC 2B .0500
62.	**WASTEWATER QUALITY ANALYSIS RECORDS**	a) Destroy in office monitoring and calculation sheets after 1 year.* b) Destroy in office analysis reports after 3 years.*	15A NCAC 2B .0500
63.	**WATER ANALYSIS** 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. b) Destroy in office records of chemical and radiological analysis after 10 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office other records after 5 years.	15A NCAC 18C .1526 40 CFR 141.33 (a)(b)

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
64.	**WATER, SEWER, AND WASTEWATER SYSTEM PROJECT RECORDS** See also **PERMITS: PUBLIC UTILITIES PROJECTS**, item 42, page 38.	Destroy in office 6 years after project is completed.	15A NCAC 18C .0305
65.	**WATER SYSTEM OPERATIONS RECORDS** 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 15A NCAC 18C .1526
66.	**WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE**	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.

STANDARD-6. EMERGENCY SERVICES RECORDS
Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

ITEM #	*STANDARD-6: EMERGENCY SERVICES RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**911 CALL RECORDINGS**	Destroy in office after 30 days, if not made part of a case file.*	G.S. §132-1.4(i) Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
2.	**911 COMMUNICATION RECORDS** Transcripts 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 G.S. §132-1.4(c)(4) regarding the confidentiality of the identity of complaining witnesses.
3.	**911 FILE** Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	**ACTIVITY REPORTS** 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.*
† 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-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.	**AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR)** Records showing equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original after 11 years from last patient service.*	
6.	**AMBULANCE DISPATCH RECORDS** 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.*	
7.	**AMBULANCE SERVICE RUN LOG** Includes response number, location of call, responding unit, arrival and departure times, and other related information.	Destroy in office after 3 years.*	
8.	**ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE**	Destroy in office after 3 years.	
9.	**COMPANY RUN REPORT (FIRE JOURNAL)** Listings of fire calls, alarms, personnel involved, equipment used, and actions taken.	Destroy in office after 5 years.	
10.	**CONSOLIDATED MONTHLY REPORTS**	Destroy in office after 5 years.	

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

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**DISASTER AND EMERGENCY MANAGEMENT PLANS** Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; 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.
12.	**DISPATCH RECORDINGS** Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	**EMERGENCY NOTIFICATIONS**	Destroy in office when superseded or obsolete.	
14.	**EVACUATION PLANS**	Destroy in office when superseded or obsolete.	
15.	**FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE** Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	**FIRE ALARM JOURNAL** Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	
17.	**FIRE DISPATCH FILE** 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.	

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

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
18.	**FIRE INVESTIGATION CASE FILES** 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. See also **FIRE INVESTIGATION RECORDS** item 19, page 46.	a) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs* b) Destroy in office after 10 years when arson is involved.* c) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.*	
19.	**FIRE INVESTIGATION RECORDS** Reports and correspondence, including email, of fires investigated by department personnel. See also **FIRE INVESTIGATION CASE FILES** item 18, page 46.	Destroy in office when administrative value ends if not made part of a case file.† Agency Policy: Destroy in office after Two (2) years	
20.	**FIRE LIMITS ORDINANCES** Ordinances passed by council establishing and defining fire limits which shall include principal business portions of the county.	Retain in office permanently.	
21.	**FIRE SAFETY INSPECTIONS** 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. b) Destroy in office inspections with noted defects 3 years after defects are corrected.* c) Destroy in office permits after 3 years.	
22.	**FIXED NUCLEAR FACILITIES PLANS FILE** Includes emergency plans for county fixed nuclear facilities.	Destroy in office after 3 years.	

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

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
23.	**HOSE RECORDS** Records concerning the age, repair, and routine testing of fire hoses.	Destroy in office after 2 years.	
24.	**HYDRANT RECORDS** Records of fire hydrant locations, water main sizes, routine testing, and maintenance.	a) Destroy in office inspection and test records after 2 years. b) Retain in office maintenance records for life of the hydrant. c) Destroy in office records showing location and size of water mains when superseded or obsolete.	
25.	**LOCAL EMERGENCY PLANNING COMMITTEE MINUTES**	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	42 USC §11003
26.	**LOCAL EMERGENCY PLANS** Comprehensive emergency response plans developed by emergency planning districts.	Destroy in office when superseded or obsolete.	42 USC §11001
27.	**NATIONAL FLOOD INSURANCE PROGRAM RECORDS**	Retain in office permanently.	
28.	**NORTH CAROLINA FIRE CASUALTY REPORT** Report filed with the N.C. State Fire Commission.	Destroy in office after 5 years.	
29.	**NORTH CAROLINA FIRE INCIDENT REPORT** 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
30.	**NORTH CAROLINA FIRE ASSOCIATION RECORDS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (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-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
31.	**NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT** Documentation of annual leave, history report, position summary, etc., for the N.C. Fireman's Pension Fund.	Destroy in office when superseded or obsolete.	
32.	**NUCLEAR CIVIL PROTECTION PLAN**	Destroy in office when superseded or obsolete.	
33.	**PHARMACEUTICAL RECORDS**	Destroy in office after 3 years.*	
34.	**PLANS** Plans of buildings and fire safety systems of commercial and industrial properties.	Destroy in office when superseded or obsolete.	
35.	**PUMP TEST RECORDS** Results of tests conducted on pumping equipment.	Destroy in office after 2 years.	
36.	**RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY**	Destroy in office after loan of radioactive materials ends.	
37.	**RADIOLOGICAL DATA STATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
38.	**RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
39.	**SAFETY COMMITTEE MEETINGS** Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	

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-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
40.	**SHELTER FACILITIES LISTING**	Destroy in office when superseded or obsolete.	
41.	**STATE OF EMERGENCY ORDINANCES**	Retain in office permanently.	
42.	**SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE** Information concerning the location of hazardous waste in the community.	Destroy in office when superseded or obsolete.	
43.	**VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS**	Destroy in office after 3 years.*	
44.	**VOLUNTEER FIREFIGHTERS MEDICAL RECORDS** 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.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of routine medical examinations and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket.*	29 CFR 1910.1020 (d)(ii)
45.	**VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS** Official copy of personnel file maintained on each volunteer firefighter. May include basic information and records and forms relating to the duties, service, suspension, and termination of the volunteer. See also **VOLUNTEER FIREFIGHTERS MEDICAL RECORDS** item 44, page 49.	Destroy in office 30 years from date of separation.*	

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

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STANDARD-7. GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.
Records received and created by county geographic information system programs.

ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	**ADDRESS POINTS MAPS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either*: Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

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: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.	**CORPORATE LIMITS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
3.	**EXTRATERRITORIAL JURISDICTIONS** See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

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: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	**ORTHOIMAGERY** See also **GEOSPATIAL RECORDS**, page x.	Retain permanently. Create a snapshot of dataset when created. To retain, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or*: If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
5.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE**	Destroy in office system backup files when superseded or obsolete.	
6.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA** Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets, permanently. *Retention Note: Other datasets should be kept according to standards and procedures set by the* North Carolina Geographic Information Coordinating Council. *See also* **GEOSPATIAL RECORDS**, *page x.*	

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: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	DISPOSITION INSTRUCTIONS	**CITATION**
GIS) DATA modification ssary to et data in that aning, nd origin of ement ables, and	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
GIS) INTERNAL o make and that e categories,	Retain in office permanently.	
S) e, tivity	Destroy in office after 1 year.	
S) ob or nd similar	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

***TIONS**, page vi.*
it will establish and enforce internal policies setting minimum retention periods for the records that instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTE	DISPOSITION IN	M (GIS) RECORDS	
	RECORD SERIES TITLE		STRUCTIONS	CITATION
11.	**GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS**	a) Retain in office GIS datasets a documentation (metadata) w value permanently. b) Destroy in office remaining it value ends.† Agency Policy: Destroy in offi	nd accompanying h historical and/or legal ms when administrative after Two (2) years	
12.	**MAPPING PROJECT RECORDS** Includes county contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanent GIS dataset: Create a snapshot of permanently, *Either:* Transfer snapshot to NCOne established procedures, complying procedures adopted by the North C Information Coordinating Council. *Or:* If retained in office, your agenc standards (for metadata, file namin term preservation) and procedures Carolina Geographic Information Co	. ataset annually. To retain Map according to with standards and arolina Geographic must comply with g, data sharing, and long adopted by the North ordinating Council.	

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 Cultural Resources has scheduled with the disposition instruction "destroy when administrative value end

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	**MAPS: CARTOGRAPHIC AND ORTHOPHOTOGRAPHY** Base maps created to assist in the accurate appraisal of property located in the county, including aerial photographs. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To retain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
14.	**MAPS: PARCEL** Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, rights-of-ways and structures. See also **GEOSPATIAL RECORDS**, page x.	Paper: Destroy in office upon State Archives approval GIS dataset: Records are permanent. Create a snapshot of dataset quarterly. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

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: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	**MAPS: ALL OTHER** Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
16.	**PARK MAPS** May include park boundaries, facilities, landscaping, topography, and other pertinent information. Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

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: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
ERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
RDS, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	

OFFICIAL ACTIONS, *page vi.*

by agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-8. INFORMATION TECHNOLOGY (IT)
Information technology encompasses all activitie
section covers records for which Information Tec
monitor and control operations.

Note: Administration, use, and retention of recor
the confidentiality of records regarding "hardwar
codes". (G.S. 132-6.1 (c))

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dertaken by county departments to design, develop, and operate electronic information systems. This
s un
ogy personnel are responsible, including administrative records and those used to process data and
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ncerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on
ds co software security, passwords, or security standards, procedures, processes, configurations, software, and
e or

ITEM #	RECORD SERIES TITL	DISPOSITION INSTRUCTIONS	CITATION
	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
1.	**AUDIT TRAILS FILE** Records documenting user actions aff contents of monitored systems.	Destroy in office after 3 years.*	
2.	**COMPUTER AND NETWORK USAGE R** Records documenting usage of electr networks. May include, but is not limi system usage files, individual program records of use of the internet by empl	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	Comply with applicable provisions of 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."

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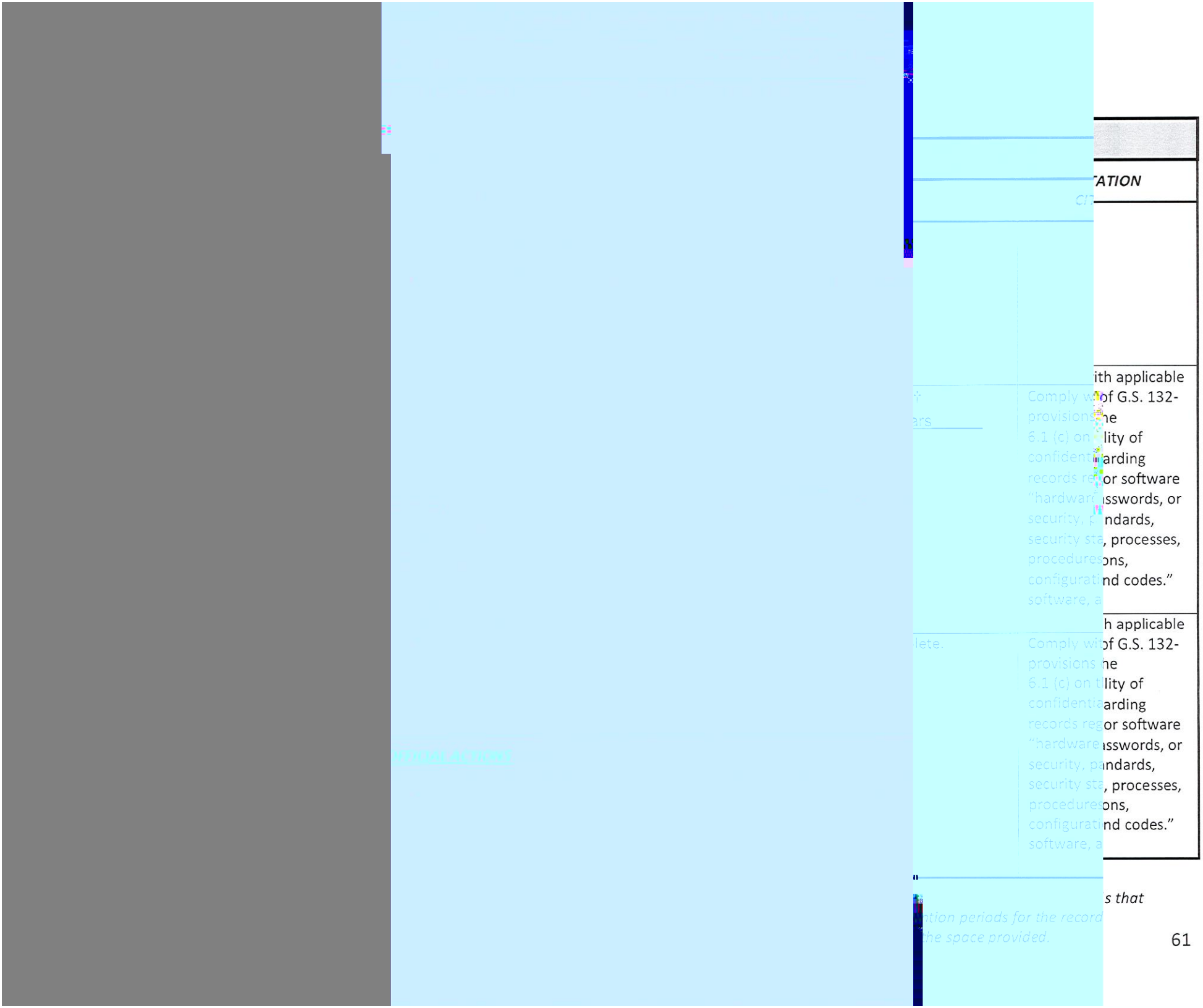
STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
ZATION AND SCANNING RECORDS s concerning imaging operations. May include, ot limited to, scanning and data entry quality ecords and audit reports.	Destroy in office after 3 years.	
R PREPAREDNESS AND RECOVERY PLANS concerning the protection and ishment of data processing services and nt in case of a disaster. (Disaster dness and recovery plans should be stored in a off-site location.)	a) Retain in office records documenting past disaster recovery permanently. b) Destroy in office all other records when superseded or obsolete.	Comply with applicable provisions of 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."
MATION TECHNOLOGY ASSISTANCE RECORDS documenting troubleshooting and problem-assistance provided by agency information personnel to users of the systems. May but is not limited to, help desk assistance s, resolution records, and related ntation.	Destroy in office 1 year after work is completed.	

TION TECHNOLOGY RECORDS	
DISPOSITION INSTRUCTIONS	***CITATION***
ce after 3 years.*	Comply with applicable provisions of 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."
ce when superseded or obsolete.	Comply with applicable provisions of 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."
cords with historical value permanently. ı office remaining records 3 years after ın of project.	

ernal policies setting minimum retention periods for the records that inistrative value ends." Please use the space provided.



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ution.* see Electronic Records page	Comp of G.S regar confi writte comm legal
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ce when superseded or obsolete if no igation.* ce other records 6 years after settlement.	
ords 3 years after termination of lease.*	
nanently.	
e records with historical value permanently. ce remaining records when administrative after expiration of relevant statute of ichever is longer.† Destroy in office after Two (2) years	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.

l policies setting minimum retention periods for the records that rative value ends." Please use the space provided.

STANDARD-9: LEGAL RECORDS		
RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
GATION CASE RECORDS l suits to which the county is a party. May include davits, agreements, appeals, bills, briefs, citations, mitments, complaints, discharges, motions, es, pleas, releases, statements, testimony, cts, waivers, warrants, and writs.	a) Retain in office cases having precedent or historical value permanently. b) Destroy in office adjudicated cases 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations. *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.
HS OF OFFICE FILE	a) Transfer official copy to the Clerk to the Board. b) Destroy in office remaining records 3 years after official termination. *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.*	
NANCE AND RESOLUTION DEVELOPMENT RDS rds concerning the analysis and development of ances and resolutions submitted before the ning board for approval.	Destroy in office when ordinance is no longer in effect.	
ERSHIP RECORDS (DEEDS, TITLES)	Destroy in office 1 year after county relinquishes ownership of land.*	

***TIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.*

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

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
18.	**PRE-TRIAL RELEASE PROGRAM RECORDS**	Destroy in office 5 years from date of service termination.	
19.	**VEHICLE TITLES** Titles of county owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
20.	**WARRANTIES** Warranties that accompany equipment or commodities purchased by the county.	Destroy in office 1 year after expiration of warranty.	

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.

of county parks and recreation programs. Comply with applicable provisions of G.S.

PARKS AND RECREATION RECORDS	
DISPOSITION INSTRUCTIONS	***CITATION***
isposition instructions for **ACCIDENT/INCIDENT S (CUSTOMER AND EMPLOYEE)** item 1, page 112.	.
n office after 3 years.*	
in office after incorporation into official minutes of g body.	
in office when administrative value ends.† Policy: Destroy in office after Two (2) years	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
in office after 2 years.	

rce internal policies setting minimum retention periods for the records that en administrative value ends." Please use the space provided.

ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE** Records concerning general and technical material associated with the International Federation.	Destroy in office when superseded or obsolete.	
7.	**OFFICIALS FILE** Records concerning individuals who officiate games. Includes payroll, schedule, and related correspondence, including email.	a) Destroy in office after 3 years. b) If official is a county employee, transfer applicable records to **PAYROLL AND EARNINGS RECORDS** item 45, page 27.	
8.	**PARKS AND RECREATION BOARD MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Parks and Recreation Board.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
9.	**PARKS PLANNING FILE** Includes master plans and working plans for each park property and county 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. See also **COMPREHENSIVE PLAN** item 16, page 3. See also **PARK MAPS**, item 16, page 56.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	
10.	**POOL RECORDS** 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.	

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

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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**RECREATION PROGRAMS** Records regarding athletic and recreation programs. May include staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, registration information, and concession operators list.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
12.	**RECREATIONAL EQUIPMENT RECORDS** Records of equipment owned by county parks and recreation facilities and lent to users.	Destroy in office 1 year after equipment is returned.	
13.	**RELEASE FORMS**	Destroy in office after 2 years.*	
14.	**RESERVATION RECORDS** Reservation records for county parks and recreational facilities.	Destroy in office after 1 year.	
15.	**RULES AND REGULATIONS** 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.*	
16.	**SPECIAL EVENTS PROGRAM FILE** Records concerning special events promoted by the county. May include printing, calendars, program data, community contacts, and addresses.	Destroy in office after 1 year.	
17.	**TICKET STUBS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after One (1) month	

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-11. PERSONNEL RECORDS
Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of county employees. Comply with applicable provisions of G.S. §153A-98 regarding confidentiality of personnel records.

ITEM #	*STANDARD-11: PERSONNEL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ABOLISHED POSITION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Ten (10) years	
2.	**ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES**	Destroy in office 1 year from date record was made.	29 CFR 1627.3(b)
3.	**AFFIRMATIVE ACTION FILE**	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b),(e) 29 CFR 1608.4
4.	**APPRENTICESHIP PROGRAM RECORDS**	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(d),(e)
5.	**APTITUDE AND SKILLS TESTING RECORDS** 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. See also **EMPLOYMENT SELECTION RECORDS** item 32, page 80.	Destroy in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 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-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**BENEFITS REIMBURSEMENT PLAN** Dental, vision, or other benefits-related claim forms and receipts submitted by employees requesting reimbursement from the county.	a) Destroy in office records concerning approved requests after 3 years.* b) Destroy in office records concerning rejected requests 6 months after decision.	
7.	**CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS** Records concerning incentive systems in which employees can select the fringe benefits they want from a menu of available alternatives.	a) Destroy in office annual enrollment records after 1 year. b) Destroy in office remaining records and receipts 3 years after completion of all audits.*	
8.	**COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)** Includes notifications, election and claim forms, rejection letters, and similar information.	Destroy in office 3 years from date eligibility ended.	29 USC 1161 26 USC 4980B 42 USC 300-bb-1
9.	**DEFERRED COMPENSATION FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Ten (10) years	
10.	**DISABILITY SALARY CONTINUATION CLAIMS** Forms used by disabled employees to apply for salary continuation benefits.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) for action when received. b) Destroy in office reference copies after 1 year.	

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

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**DISCIPLINARY FILE** 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 on appeal, an adverse action against an employee.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3

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

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
12.	**DRUG AND ALCOHOL PROGRAMS FILE** 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 a blood 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. b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years. 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. d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a blood alcohol concentration of less than 0.02, after 1 year. *Retention Note: Records should be maintained in a location with controlled access.*	49 CFR 382.401 49 CFR 40.333 49 CFR 655.71

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

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
13.	**DUAL EMPLOYMENT FILE** 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. b) Destroy in office unapproved requests and related records after 6 months.	
14.	**EDUCATIONAL LEAVE AND REIMBURSEMENT FILE** See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning unapproved requests 6 months after unapproval.*	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
15.	**EMPLOYEE BENEFITS REGISTER**	Destroy in office after 2 years.	
16.	**EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS** Records concerning certification or qualification as required for employment, continued employment, or promotion. See also **EMPLOYMENT APPLICATIONS AND RESUMES** item 30, page 79.	a) Destroy in office certificates 5 years after date of separation. b) Destroy in office all remaining records 2 years after resolution of all actions.	
17.	**EMPLOYEE DIRECTORIES, ROSTERS, OR INDEXES** 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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STANDARD-11: PERSONNEL RECORDS		
RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
MPLOYEE EDUCATIONAL ASSISTANCE PROGRAM ORDS udes records requesting tuition assistance, ayments, and other related records. also **PERSONNEL RECORDS (OFFICIAL COPY)** item page 83.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
PLOYEE ELIGIBILITY RECORDS udes the United States Immigration and uralization Services, Employment Eligibility fication (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
PLOYEE EXIT INTERVIEW RECORDS also **PERSONNEL RECORDS (OFFICIAL COPY)** item page 83.	Destroy in office after 1 year.	
PLOYEE HEALTH CERTIFICATES udes health or physical examination reports, or ificates created in accordance with Title VII and Americans with Disabilities Act (ADA).	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all other records 2 years after resolution of all actions.	29 CFR 1602.31

ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
22.	**EMPLOYEE MEDICAL RECORDS** Records concerning asbestos, toxic substances, and bloodborne 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.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year. *Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a workers compensation claim, follow disposition for* ***WORKERS' COMPENSATION PROGRAM CLAIMS FILE*** *item 60, page 86.*	29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910 29 CFR 1910.1020 (d)(ii)
23.	**EMPLOYEE PENSION AND BENEFITS PLANS** 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(2)
24.	**EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS** 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 45, page 83. b) Destroy in office 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-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
25.	**EMPLOYEE PERFORMANCE REVIEW FILE** Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	a) Destroy in office supervisor approved and signed work plans after 3 years. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
26.	**EMPLOYEE POLYGRAPH RECORDS** Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and 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** Includes employee surveys and survey responses.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
28.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** 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 45, page 83 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was created. c) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	29 CFR 1627.3(b)(1)(iv)

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

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STANDARD-11: PERSONNEL RECORDS		
ECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
SCHEDULES AND ASSIGNMENT g work, duty, shift, crew, or case or assignments.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
PLICATIONS AND RESUMES l by job applicants for vacant rent employees for promotion, g opportunities. May include cripts, resumes, letters of reference, s.	a) Transfer applications, resumes, transcripts, and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created or received, or the personnel action involved. 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.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates, 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
TINGS, ADVERTISEMENTS, AND S	Destroy in office after 2 years.	29 CFR 1602

AUDITS, LITIGATION, AN

ND OTHER OFFICIAL ACTIONS, page vi.

ency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that uled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
32.	**EMPLOYMENT SELECTION RECORDS** 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. See also **APTITUDE AND SKILLS TESTING RECORDS** item 5, page 71.	a) Transfer records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) Destroy in office all remaining records 2 years after resolution of all actions.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3
33.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS** Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the county. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office 2 years after resolution of case.*	29 CFR 1602.31
34.	**EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS** 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 1602.31

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

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	**EQUAL PAY RECORDS** 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.	**FRINGE BENEFITS FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
37.	**GRIEVANCE FILE** Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also **DISCIPLINARY FILE** item 11, page 73 and **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office after 2 years.*	
38.	**HEALTH INSURANCE FILE** Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
39.	**INCREMENTS FILE**	Destroy in office when released from all audits.	
40.	**INTERNSHIP PROGRAM FILE** Records concerning interns and students.	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-11: PERSONNEL REC			
	RECORD SERIES TITLE	DISPOSITION	ORDS	
			INSTRUCTIONS	CITATION
41.	LEAVE FILE Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after r termination of employment.*	eturn of employee or	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
42.	LONGEVITY PAY REQUESTS	Destroy in office when released	l from all audits.	
43.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee b) Destroy in office system ar longer in effect.	e-specific records after 3 years.* nd plan records 1 year after no	29 CFR 1627.3
44.	PERSONNEL ACTION NOTICES 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 applica **(OFFICIAL COPY)** item 45, p b) Destroy in office all remain record was created or rece involved.	ble to **PERSONNEL RECORDS** page 83. ng records 2 years from date ed, or the personnel action	

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

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

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e provided.

ITEM #	STANDARD-11: PERSONNEL RECORDS			
	RECORD SERIES TITLE	DISPOSITION INST	RUCTIONS	CITATION
47.	**POLICIES AND PROCEDURES (PERSONNEL)**	a) Retain in office official copy of policies permanently. b) Destroy in office reference copie procedures when superseded or	nternal agency personnel s and external policy obsolete.	
48.	**POSITION CLASSIFICATION/POSITION HISTORY FILE** See also **POSITION DESCRIPTION RECORDS** item 50, page 84.	a) Retain in office records with hist b) Destroy in office all other record obsolete.	orical value permanently. s when superseded or	
49.	**POSITION CONTROL CARDS** 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 Agency Policy: Destroy in office after	e value ends.† Two (2) years	
50.	**POSITION DESCRIPTION RECORDS** Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years from date re		
51.	**POSITION REQUISITION AND ANALYSIS RECORDS** Records used to fill vacant positions and request new positions.	Destroy in office when administrative Agency Policy: Destroy in office after	ecord is superseded.	29 CFR 1620.32
52.	**SALARY SURVEY RECORDS**	Destroy in office when administrative Agency Policy: Destroy in office after	e value ends.† Two (2) years	
			e value ends.† Five (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 m
Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends

inimum retention periods for the records that
Please use the space provided.

ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
53.	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar employee recognition or incentive programs administrative records. See also **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83.	Destroy in office 2 years from date record was created or received, or the personnel action involved.	
54.	**TEMPORARY EMPLOYEE RECORDS** Records concerning temporary employees who are not provided with or eligible for benefits. Does not include personnel records created for specific federal programs.	a) If employee is a county employee, transfer applicable records to **PERSONNEL RECORDS (OFFICIAL COPY)** item 45, page 83. b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation.	
55.	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	
56.	**UNEMPLOYMENT COMPENSATION REPORTS** 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.*	
57.	**UNEMPLOYMENT INSURANCE FILE**	a) Transfer original records to the N.C. Department of Commerce, Unemployment Insurance Division, when received. b) Destroy in office remaining records after 2 years.	

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

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	CITATION
tly.	
	Comply with applicable provisions of G.S. §8-53 regarding the confidentiality of physician-patient records.

CASE RECORDS

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS

iods for the records that
e provided.

STANDARD-12. PLANNING AND ZONING RECORDS
Official records and materials created and accumulated during the conduct of county planning and zoning programs.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**APPEARANCE COMMISSION MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Appearance Commission.	Follow disposition instructions for **MINUTES OF PUBLIC BODIES** item 34, page 8.	
2.	**APPEARANCE COMMISSION PROJECT FILE**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
3.	**ASSESSMENT RECORDS FILE** Copies of assessment records and supporting documentation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
4.	**BOARD OF ADJUSTMENT CASE FILE** Cases submitted to the board requesting variances from current zoning ordinances.	Destroy in office 6 years after resolution of case.*	G.S. §§153A-340 G.S. § 1-50(5)
5.	**BOARD OF ADJUSTMENT CASE INDEX** Index to cases reviewed by the board.	Retain in office permanently.	

See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.*
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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.	**BOARD OF ADJUSTMENT MEETINGS** Agendas, minutes, and related materials pertaining to meetings of the Board of Adjustment. See the **Microfilm** section on page xi for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. 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 reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after Five (5) years	
7.	**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATIVE RECORDS** 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) Retain in office records with historical value permanently. b) Destroy in office all other records 5 years after completion of project.*	24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
8.	**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS** 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.	Destroy in office 5 years after promissory note is released to client or lender.*	24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)
9.	**COMPREHENSIVE LAND USE PLAN AND AMENDMENTS** 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. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	
10.	**CONDITIONAL USE PERMIT RECORDS AND INDEX** 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. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
11.	**DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.**	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	G.S. § 47C-2-103
12.	**EASEMENT RELEASE REQUEST FILE** 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.† Agency Policy: Destroy in office after Two (2) years	
13.	**ENVIRONMENTAL IMPACT STUDIES** Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
14.	**FEASIBILITY STUDIES**	Retain in office permanently.	
15.	**HOUSING REHABILITATION PROGRAM RECORDS**	Follow the disposition instructions for **COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS**, items 7-8, pages 88-89.	

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
16.	**MAPS, DRAWINGS, PLATS (OFFICIAL)** 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. Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also **GEOSPATIAL RECORDS**, page x.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.	
17.	**MAPS, DRAWINGS, PLATS (REFERENCE)** 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.	
18.	**MASTER SUMMARY (LOG OR REGISTER)** Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.	Retain in office permanently.	
19.	**OPEN SPACE CLASSIFICATION CASE FILE**	Retain in office permanently.	

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
20.	**ORTHOPHOTOGRAPHY** Historical and legacy aerial imagery.	a) Retain in office negatives permanently. b) If negative is not available, retain in office photograph permanently. c) Destroy in office photographs where negative is available when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
21.	**PERMITS: TEMPORARY MANUFACTURED HOME** 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)
22.	**PERMITS: ZONING COMPLIANCE** For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	G.S. § 1-50(5)
23.	**PETITION & REGULATION RECORDS**	Destroy in office after 5 years.*	

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

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STANDARD-12: PLANNING AND ZONING RECORDS		
RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
AND ZONING BOARD MEETINGS inutes, and related materials pertaining to f the Planning and Zoning Board. **crofilm** section on page xi for instructions ming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent. 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 reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after Five (5) years	
AND ZONING STUDIES ns, and reports of the planning and zoning t, board, or commission. Records are used und information for reports, ordinances, , etc. **OMPREHENSIVE PLAN** item 16, page 3.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Five (5) years b) If not an element of the Comprehensive Plan, retain in office permanently. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.	

ON, AND OTHER OFFICIAL ACTIONS, *page vi.*

The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that cheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
26.	**PLANNING REVIEW CASE FILE** For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, county 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 county is lead agency, permanently. b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry. c) Destroy in office any other mandatory reviews and related records 6 years after last entry.	G.S. § 1-50(c)
27.	**PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Six (6) years	
28.	**REDEVELOPMENT PLANNING RECORDS** See also **COMPREHENSIVE PLAN** item 16, page 3.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years b) If not an element of the Comprehensive Plan, retain in office permanently. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.	
29.	**REFERRED PROJECTS**	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
30.	**REZONING RECORDS AND INDEXES** Records concerning applications to rezone property within the county. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, development agreements, copies of ordinances, and copies of county board of commissioners minutes.	Retain in office permanently.	
31.	**STREET NAMES AND CHANGES OF STREET NAMES FILE** Records concerning the names and addresses of streets and roads retained for administrative purposes.	Destroy in office when superseded or obsolete.	
32.	**SUBDIVISION RECORDS** Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. See also **MAPS: ALL OTHER** item 15, page 56.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after Six (6) years	
33.	**VARIANCES**	Retain official copies permanently in the minutes of the Planning Board.	
34.	**VIOLATIONS: ZONING** See also **CORRESPONDENCE (LEGAL)** item 7, page 64.	Destroy in office after 6 years.*	G.S. § 1-50(5)

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

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
35.	**ZONING ORDINANCES AND AMENDMENTS** Ordinances and amendments adopted by the zoning 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.

STANDARD-13. PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public information programs operated by county administrative offices.

ITEM #	STANDARD-13: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.	**ADVERTISEMENTS** Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters, etc.	a) Retain in office records with historical value permanently. b) Destroy in office advertisements 3 years after expiration.* c) Destroy in office billing information and other fiscal records when released from all audits.	
2.	**AGENCY PUBLICATIONS** Publications created at agency expense.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
3.	**AUDIO -VISUAL RECORDINGS (PUBLIC RELATIONS)** Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (2) years	
4.	**NEWS AND PRESS RELEASES** News and press releases issued concerning programs, activities, and services of the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after Two (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.

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nfidentiality of records where applicable.

STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS

RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
C TRANSPORTATION SY created by area transit sy *ents of the Federal Trans* *, access, security, and co*		
TION RECORDS ncerning compliance wit accreditation programs	h standards	Destroy in office 1 year after superseded.*	
GS (SHEETS) ncerning individual agen	cy ridership.	Destroy in office after 3 years.*	49 CFR 18.42
S WITH DISABILITIES AC **IT RECORDS** er's daily assignments, nger pick-ups and drop , and appeal forms.	**T (ADA)** dispatch records, -offs, manifests,	Destroy in office after 5 years.*	49 CFR 18.42
WITH DISABILITIES AC **IT VOUCHERS** mitted by private tran r reimbursement for a n of public transit clie	**T (ADA)** portation ernative s.	Destroy in office after 5 years.*	49 CFR 18.42
WITH DISABILITIES AC **FORMS**	**(ADA) PRE-TRIP**	Destroy in office after 1 year.	49 CFR 18.42

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STATE ARCHIVES
of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant R[redacted]

STATE ARCHIVES of NORTH CAROLINA

GOVERNMENT RECORDS SECTION
STATE RECORDS CENTER

www.ncdcr.gov/archives 4615 Mail Service Drive, Raleigh, NC 27699 919-807-7350

Certification of the Preparation of Records for Microfilming

INDEX

9

911 CALL RECORDINGS, 43
911 COMMUNICATION RECORDS, 43
911 FILE, 43

A

ABANDONED UTILITY LINE RECORDS, 106
ABOLISHED POSITION FILE, 71
ACCIDENT/INCIDENT REPORTS (CUSTOMER &
ANIMAL COMPLAINT RECORDS, 19
ANIMAL CONTROL & SHELTER RECORDS, 18
ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS, 19
ANIMAL LICENSE RECORDS, 19
ANNUAL ACTIVITY REPORT (PARKS AND RECREATION), 68
ANNUAL BUDGET, 21
ANNUAL REPORTS, 12
ANNUAL REPORTS (UTILITIES), 106

BILLS OF SALE, 23
BIRTH CERTIFICATES (REFERENCE COPIES) PARKS & RECREATION, 68
COMPLAINTS & SERVICE REQUESTS, 3
COMPLAINTS (DISCRIMINATION), 63
COMPREHENSIVE LAND USE PLAN & AMENDMEN

DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER), 25
DIGITIZATION AND SCANNING RECORDS, 59
DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS, 25
DIRECT DRAFT AUTHORIZATIONS, 107
DISABILITY SALARY CONTINUATION CLAIM, 72
EMPLOYMENT LISTINGS, ADVERTISEMENTS & ANNOUNCEMENTS, 79
EMPLOYMENT SELECTION RECORDS, 80
ENCROACHMENTS FILE, 65
ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS & PERMITS, 37
ENFORCEMENT CASES (EROSION & SEDIMENT

FIXED NUCLEAR FACILITIES PLANS FILE (EMERGENCY SERVICES), 46
FRINGE BENEFITS FILE, 81
FUEL OIL STORAGE TANK RECORDS, 113
FUND DRIVE & EVENT RECORDS, 6

G

GAS RECORDS, 106
GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE, 50, 51, 52
GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA, 52
GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMEN
INFORMATION TECHNOLOGY ASSISTANCE RECORDS, 59
INSPECTOR'S WORKSHEETS, 32
INSURANCE & LIABILITY WAIVERS, 113
INSURANCE AUDITS, SURVEYS & REPORTS, 113
INSURANCE FILE, 26
INSURANCE POLICIES, 65
INTERNAL STANDARDS AND PROCEDURES (GIS RECORDS), 53
INTERNATIONAL FEDERATION OF PARKS AND RECREATION, 69
INTERNSHIP PROGRAM FILE, 81
INVESTMENT RECORDS, 26

MAPS
\ALL OTHER, 56, 95
\CARTOGRAPHIC AND ORTHOPHOTOGRAPHY, 55
\PARCEL, 55
MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS), 108
MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) (PLANNING & ZONING), 91
MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) (PLANNING & ZONING), 91
NUCLEAR CIVIL PROTECTION PLAN (EMERGENCY SERVICES), 48

O

OATHS OF OFFICE FILE, 66
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) FILE, 114
OFFICE SECURITY RECORDS, 9
OFFICIALS FILE (PARKS AND RECREATION), 69
OPEN SPACE CLASSIFICATION CASE FILE, 91

PLANNING AND ZONING BOARD MEETINGS, 93
PLANNING REVIEW CASE FILE, 94
PLANS (FIRE DEPARTMENT), 48
PLUMBING PERMITS, 32
POLICIES, 1
POLICIES & PROCEDURES (PERSONNEL), 84
POOL RECORDS, 69
POPULAR ANNUAL FINANCE REPORT, 28
POSITION CLASSIFICATION/POSITION HISTORY FILE, 84
POSITION CONTROL CARDS, 84
POSITION DESCRIPTION RECORDS, 84
POSITION REQUISITION & ANALYSIS RECORDS, 84
POWELL BILL RECORDS, 28
PRELIMINARY SUBDIVISION & GROUP DEVELOPMENT SITE PLANS, 94
PRETREATMENT PROGRAM RECORDS, 109
PRE-TRIAL RELEASE PROGRAM RECORDS, 67
PROCEDURES, 1
PROCEDURES (GIS RECORDS), 53
PROCLAMATIONS AND ORDERS, 10
PROJECT DOCUMENTATION FILES (INFORMATION TECHNOLOGY), 60
PROJECT RECORDS (GIS RECORDS), 54
PROJECTS FILE, 10
PROPERTY INVENTORIES, 10
PUBLIC HEARING RECORDS, 10
PUBLIC RECORDS DISCLOSURE FILE, 11
PUBLIC RELATIONS FILE, 98
PUBLIC RELATIONS RECORDS, 97
PUBLIC TRANSPORTATION SYSTEMS, 99
PUBLIC UTILITIES SYSTEM ENGINEERING,, 109
PUBLICATIONS RECEIVED, 11
PUMP TEST RECORDS, 48
PURCHASE ORDERS, 28
PURCHASING REPORTS & LOGS, 29

Q

QUARTERLY UTILIZATION REPORTS (BUSINESS AND ECONOMIC DEVELOPMENT), 11

R

RABIES CONTROL REPORTS, 20
RADEF DATA BANK RADIOACTIVE MATERIAL INVENTORY (EMERGENCY SERVICES), 48
RADIO DISPATCH RECORDINGS & LOGS (TRANSPORTATION), 102
RADIO LOGS, 17
RADIOLOGICAL DATA STATION FILE (EMERGENCY SERVICES), 48
RATE SCHEDULES, 11
REBATE (CITIZEN) PROGRAM RECORDS, 3
RECIPIENT CHECK & CANCELLATION REGISTERS, 29
RECONCILIATIONS, 22
RECORDS BACKUPS, SYSTEM MAINTENANCE RECORDS, 62
RECORDS MANAGEMENT FILE, 11
RECREATIONAL EQUIPMENT RECORDS, 70
RECREATIONAL VEHICLE REGISTRATION RECORDS, 38
RECYCLING TONNAGE RECORDS, 109
REDEVELOPMENT PLANNING RECORDS, 94
REFERENCE (READING) FILE, 11
REFERRED PROJECTS (PLANNING & ZONING), 94
REGISTRATION/RESERVATION RECORDS (PARKS & RECREATION), 70
REGULATIONS, 1
RELEASE FORMS (PARKS & RECREATION), 70
REPORTS & STUDIES (INTERNAL ADMINISTRATION), 12
REQUEST FOR CHANGE IN RECORDS SCHEDULE, 116
REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, 117
REQUEST FORMS, 116
REQUESTS FOR PROPOSALS, 12
REQUISITIONS FILE, 12
RESEARCH STUDIES, 12
RESOLUTIONS ON ESTABLISHMENT OF (EMERGENCY SERVICES) LOCAL AGENCY, 48
RESOLUTIONS, PROCLAMATIONS & ORDERS, 13
RESPIRATOR PROGRAM RECORDS, 114
RETURNED MAIL, 7
REZONING RECORDS & INDEXES, 95
RIDERSHIP REPORTS, 102
RISK MANAGMENT RECORDS, 112
ROAD PERMITS, 32
ROUTE HISTORY RECORDS (TRANSPORTATION), 102
ROUTE MAINTENANCE RECORDS (TRANSPORTATION), 102
RULES, 1

S

SAFETY CERTIFICATIONS (PUBLIC TRANSPORTATION, 102
SAFETY COMMITTEE MEETINGS, 48
SALARY SURVEY RECORDS, 84
SANITARY LANDFILL INSPECTIONS, 35
SANITARY SURVEY RECORDS, 109
SANITATION RECORDS, 106
SCALE HOUSE VIDEO MONITORING RECORDINGS (UTILITIES), 109
SCALE HOUSE VIDEO MONITORING TAPES, 109
SEAT BELT & RESTRAINT SYSTEM RECORDS (TRANSPORTATION), 102
SECURITY RECORDS, EMPLOYEE, 113
SELF-INSURER CERTICATION FILE, 115

SERVICE AGREEMENTS (UTILITIES), 110
SERVICE AWARDS & COMMENDATIONS, 85
SERVICE INTERRUPTION RECORDS (UTILITIES), 110
SERVICE PERFORMANCE RECORDS (TRANSPORTATION), 102
SERVICE PLANNING & DEVELOPMENT RECORDS (TRANSPORTATION), 103
SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS, 35
SEWAGE RECORDS, 106
SEWER JETTING AND VECTORING RECORDS, 110
SHELTER DISPOSITION SHEETS, 20
SHELTER FACILITIES LISTING (EMERGENCY SERVICES), 49
SHELTER RECORDS (TRANSPORTATION), 103
SLUDGE TREATMENT RECORDS, 110
SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, 61
SOLID WASTE CONVENIENCE CENTER FILE, 110
SOLID WASTE MANAGEMENT VIOLATION RECORDS, 40
SOLID WASTE SERVICE FILE, 110
SPECIAL EVENTS PERMITS, 38
SPECIAL EVENTS PROGRAM FILE (PARKS AND RECREATION), 70
SPEECHES, 98
STANDARD BUILDING CODES, 39
STANDARDS (GIS RECORDS), 53
STATE OF EMERGENCY ORDINANCES, 49
STREET INFORMATION, 40
STREET NAMES & CHANGES OF STREET NAMES FILE, 95
STRUCTURAL MODIFICATION PERMITS, 32
SUBDIVISION RECORDS, 95
SUBSTANDARD HOUSING INSPECTIONS REPORTS, 35
SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE, 49
SURETY BOND INFORMATION (UTILITIES), 29
SURPLUS PROPERTY FILE, 13
SYSTEM ACCESS RECORDS (INFORMATION TECHNOLOGY), 61
SYSTEM DOCUMENTATION RECORDS, 61
SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE, 62
SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS, 62

T

TAP AND HOOK UP RECORDS, 111
TELEPHONE USAGE LOGS & REPORTS, 13
TEMPORARY EMPLOYEE RECORDS, 85
TEMPORARY MANUFACTURED HOME PERMITS, 92
TERMINAL DISPATCH RECORDS, 103
TICKET CONSIGNMENT RECORDS, 103
TICKET STUBS, 70
TIME SHEETS, CARDS, & ATTENDANCE RECORDS, 29
TRANSIT (BUS) SCHEDULES, 103
TRANSPORTATION SYSTEM OPERATIONS REPORTS, 103
TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS, 104
TRANSPORTATION SYSTEM STATISTICAL RECORDS, 104
TRAVEL REIMBURSEMENTS, 29
TRAVEL REQUESTS, 13
TRIP REQUESTS (TRANSPORTATION), 103
TROUT BUFFER VARIANCES, 40

U

U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REPORTS, 39
U.S. BUREAU OF LABOR STATISTICS & SUMMARY FILE, 115
UNDELIVERABLE MAIL, 7
UNEMPLOYMENT COMPENSATION CLAIMS, 85
UNEMPLOYMENT COMPENSATION REPORTS, 85
UNEMPLOYMENT INSURANCE FILE, 85
UNSAFE BUILDINGS FILE, 40
UTILITIES RECORDS, 106

V

VACCINATION RECORDS (ANIMAL SHELTER), 20
VALVE OPERATION FILE, 41
VANPOOL DRIVER APPLICATIONS, 104
VANPOOL MONTHLY USAGE REPORTS, 104
VARIANCES (PLANNING & ZONING), 95
VEHICLE BREAKDOWN RECORDS (TRANSPORTATION), 104
VEHICLE MAINTENANCE, REPAIR & INSPECTION RECORDS, 5
VEHICLE OPERATOR INSTRUCTIONS (TRANSPORTATION), 104
VEHICLE TITLES, 67
VEHICLE USAGE LOGS (SHEETS) (TRANSPORTATION), 105
VENDOR FILE, 29
VETERANS COMMISSION QUARTERLY REPORTS, 13
VIOLATION RECORDS, 41
VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS, 49
VOLUNTEER FIREFIGHTERS MEDICAL RECORDS, 49
VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS, 49
VOLUNTEER RECORDS, 86
VOUCHERS, 29

W

WARRANTIES, 67

WASTE ELECTRONICS COLLECTION FILE, 41
WASTE LOAD INSPECTIONS, 35
WASTE OIL COLLECTION FILE, 41
WASTEWATER MAINTENANCE OPERATION REPORT, 39
WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS, 41
WASTEWATER QUALITY ANALYSIS RECORDS, 41
WATER & WASTEWATER PERMITS & APPROVAL RECORDS, 38
WATER & WASTEWATER SYSTEM INSPECTIONS & TESTS, 35
WATER & WASTEWATER SYSTEM MAINTENANCE & REPAIR, 109
WATER & WASTEWATER SYSTEM PROJECT RECORDS, 42
WATER ANALYSIS (REFERENCE), 41
WATER CONSERVATION VIOLATION NOTICES, 40
WATER RECORDS, 106
WATER SYSTEM OPERATIONS RECORDS, 42
WATER TANKS, SPECIFICATIONS, & BOOSTER STATIONS FILE, 42
WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE, 62
WEBSITE (ELECTRONIC) FILE, 62, 98
WIA - AUDIT/AUDIT RESOLUTIONS, 14
WIA - LOCAL AREA JOB TRAINING PLAN RECORDS, 14
WIA - PARTICIPANT RECORDS, 15
WITHHOLDING TAX FILE, 30
WORK ORDERS (EQUIPMENT REPAIR), 14
WORK ORDERS (FACILITY REPAIR), 14
WORK ORDERS (VEHICLE REPAIR), 14
WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE, 86
WORKERS' COMPENSATON PROGRAM CLAIMS FILE, 86
WORKFORCE DEVELOPMENT BOARD MEETINGS, 14

Z

ZONING COMPLIANCE PERMITS, 92
ZONING ORDINANCES & AMENDMENTS, 96
ZONING VIOLATIONS, 95