



Legislation Details (With Text)

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<b>File created:</b>	11/14/2021	<b>In control:</b>		City Council Business Meeting	
<b>On agenda:</b>	12/13/2021	<b>Final action:</b>		12/13/2021	
<b>Title:</b>	Municipal Records Retention and Disposition Schedule Update				
<b>Attachments:</b>	1. Adopted General Records Schedule, 2. Adopted Municipal Retention Schedule, 3. 2021 General Retention Schedule, 4. 2021 Program Retention Schedule				

Date	Ver.	Action By	Action	Result
12/13/2021	1	City Council Business Meeting	Approve	Pass

**Municipal Records Retention and Disposition Schedule Update**

**Action:**

**Approve the updated North Carolina Municipal Records Retention and Disposition Schedule.**

**Staff Resource(s):**

Stephanie C. Kelly, City Clerk’s Office  
Cheyenne Flotree, City Clerk’s Office

**Explanation**

- North Carolina’s Public Records law mandates that the North Carolina Department of Natural and Cultural Resources (DNCR) through the State Archive of North Carolina administer records management standards and procedures for any agency of North Carolina government or its subdivisions. Pursuant to state law, a municipality may only dispose of records with the consent of the DNCR.
- Beginning in 2019, the State Archive of North Carolina began updating all local records retention schedules on a semi-annual basis. Updating the schedules regularly creates greater consistency among government agencies. The first update was published March 1, 2019.
- The City of Charlotte’s current Municipal Records Retention and Disposition Schedule was originally published on September 10, 2012; it was adopted by City Council on October 28, 2013. Subsequently, City Council has approved two amendments to the Schedule on October 28, 2013 and July 28, 2014.
- The City of Charlotte’s current General Local Records Retention Schedule was originally published on March 1, 2019; it was adopted by City Council on April 22, 2019.
- The 2021 update will replace the City of Charlotte’s current Municipal Records Retention and Disposition Schedule with the new Program Records Schedule for Local Government Agencies. When adopted it supersedes the following standards on all local schedules published prior to October 27, 2021:
  - Airport Authority Records,
  - Animal Services Records,
  - Code Enforcement Records,
  - Emergency Medical and Fire Department Records,
  - Parks and Recreation Records,
  - Planning and Regulation of Development Records,
  - Public Housing Authorities and Redevelopment Commission Records,
  - Public Transportation Systems Records,
  - Public Utilities and Environmental/Waste Management Records,

- Street Maintenance, Public Works, and Engineering Records,
- Law Enforcement Records (Municipal), and
- Tax Records (Municipal).
- The 2021 update covering General Records is taking the form of a General Local Records Retention Schedule. When adopted it supersedes the following standards on all local schedules published prior to October 27, 2021:
  - Administration and Management Records,
  - Budget, Fiscal, and Payroll Records,
  - Geographic Information System Records,
  - Human Resource Records,
  - Information Technology Records,
  - Legal Records, and
  - Risk Management Records.
- A link to the new schedule will be accessible on the City Clerk's website and a hard copy maintained on file in the City Clerk's Office.

**Attachment(s)**

City of Charlotte's Adopted Municipal Records Retention and Disposition Schedule

City of Charlotte's Adopted Local Government Agencies General Records Retention and Disposition Schedule

2021 Local Government Agencies General Records Retention and Disposition Schedule

2021 Local Government Agencies Program Records Retention and Disposition Schedule