

Legislation Text

File #: 15-10563, Version: 1

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 will update all local records retention schedules on an annual basis. Updating the schedules annually will create greater consistency among government agencies. The first update was published March 1, 2019. All subsequent updates will be issued on January 1 of each year.
- 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 2019 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 March 1, 2019:
 - Administration and Management Records
 - Budget, Fiscal, and Payroll Records
 - Geographic Information System Records
 - Information Technology Records
 - Legal Records
 - Personnel Records
 - Public Relations Records
 - Risk Management Records
 - Workforce Development 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
2019 Local Government Agencies General Records Retention and Disposition Schedule