



North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives & History
Jeffrey J. Crow, Deputy Secretary

5/29/2009

To: Municipal Clerks
City and Town Managers

From: Local Records Unit, Government Records Branch

Re: New Municipal Records Retention and Disposition Schedule

The Local Records Unit of the Government Records Branch is happy to announce the publication of the updated Municipal Records Retention and Disposition Schedule.

Please have the governing body of your municipality adopt this schedule in an open meeting. Return a copy of the completed signature page to Rebecca Paden or Tom Vincent via mail, e-mail or fax. Contact information is on the last page of this memo. Please keep the original signature sheet for your files. This schedule supersedes all previous Municipal Records Retention and Disposition Schedules and amendments.

We had hoped to do a walk through explaining all the differences between this schedule and the 1997 edition. Once the Local Records staff began looking at that, we realized the walk through would be almost as long as the schedule itself.

Almost everything in the updated schedule is significantly different. The schedule is in an updated format with standard headings at the top of each page, making it easier to navigate the document. Many of the changes have been incorporated from the updates we have been doing for various County schedules over the last 12 years. We have tried to make many of the descriptions more detailed to make it easier to find your offices' specific records.

We have added the following standards:

- Airport Authority Records
- Animal Control and Shelter Records
- Business and Economic Development Records
- Emergency Services and Fire Department Records (previously Fire Department Records)
- Environmental Affairs Records
- Erosion and Sediment Control Records
- Information Technology Records (previously Machine Readable and Electronic Records)
- Law Enforcement Records (previously Police Department Records)
- Public Housing and Redevelopment Commission Records
- Public Transportation Systems
- Risk Management Records

ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

<http://www.records.ncdcr.gov>
Telephone (919) 807-7350
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823

Sanitation, Water, Sewer, Electric and Gas Records (formerly Water, Sewage, Electrical and Gas Records; also Sanitation Records)
Street Maintenance, Public Works, and Engineering (formerly Engineering Records; Public Works Department Records; Right-of-Way Records; Street Maintenance Records; and Traffic Engineering Records)
Workforce Development Records

If your municipality does not have the same organizational structure as this schedule, you may use the items in this schedule regardless of which department your records are housed in. For example: if you keep your Contracts and Agreements in the Clerk's Office (Administrative and Management Records) and not your Legal Counsel's Office (Legal Records), please go ahead and follow the disposition for the item listed in the Legal Records Standard. Or if your Public Works Department also does your vehicle maintenance, they are free to use whatever they need from the Fleet Maintenance Records Standard.

This schedule represents a lot of hard work on the part of North Carolina's Municipal Clerks, Elected Officials, and other municipal staff. Without your assistance developing the Municipal Records Retention and Disposition Schedule and your questioning of the previous schedule, this document would not have been produced.

If you have any questions about this schedule, or records management in general, please do not hesitate to contact the analyst assigned to your county. If your county's analyst is not available, any other Local Records Analyst will be happy to help you. Contact information for the analysts and county assignments are on the last page of this memorandum.

Thank you for your work making the records of the citizens of North Carolina accessible and safe, please let us know how we can assist you in that important task.

Sincerely,

Local Records Unit

Government Records Branch, Local Records Unit

- Records management analysts
 - Write records retention and disposition schedules for county and municipal offices
 - Answer questions about records schedules and general records management
 - Conduct workshops for local agencies, including management of public records, scanning, micrographics, management of electronic records, as well as custom workshops
 - Provide assistance on disaster planning and recovery issues

Local Records Management Analysts

BECKY MCGEE-LANKFORD	TOM VINCENT	REBECCA PADEN	JEFF FUTCH
Brunswick Carteret Craven Duplin Jones Lenoir New Hanover Onslow Pamlico Pender Sampson	Beaufort Bertie Camden Chowan Currituck Dare Edgecombe Franklin Gates Granville Greene Halifax Hyde Johnston Martin Nash Northampton Pasquotank Perquimans Pitt Tyrrell Vance Wake Warren Washington Wayne Wilson	Alamance Anson Bladen Cabarrus Caswell Chatham Columbus Cumberland Davidson Davie Durham Forsyth Guilford Harnett Hertford Hoke Lee Montgomery Moore Orange Person Randolph Richmond Robeson Rockingham Rowan Scotland Stanly Stokes Surry Union Yadkin	Alexander Alleghany Ashe Avery Buncombe Burke Caldwell Catawba Cherokee Clay Cleveland Gaston Graham Haywood Henderson Iredell Jackson Lincoln Macon Madison McDowell Mecklenburg Mitchell Polk Rutherford Swain Transylvania Watauga Wilkes Yancey
919-807-7365 becky.mcgee- lankford@ncdcr.gov	919-807-7364 tom.vincent@ncdcr.gov	919-807-7357 rebecca.paden@ncdcr.gov	828-274-6789 jeff.futch@ncdcr.gov
4615 Mail Service Center Raleigh, NC 27699-4615 Courier: 51-81-20 Fax: (919) 715-3627			Western Archives 1 Village Lane, Suite 3 Asheville, NC 28803- 2677 Fax: (828) 274-6995