

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: MAY 13, 2013 AGENDA ITEM NUMBER: 17

**SUBJECT: RESOLUTION APPROVING AND ADOPTING FOR USE BY FORSYTH COUNTY THE RECORDS RETENTION AND DISPOSITION SCHEDULE FOR COUNTY MANAGEMENT ISSUED APRIL 15, 2013 BY THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES, DIVISION OF ARCHIVES AND RECORDS, STATE ARCHIVES OF NORTH CAROLINA, GOVERNMENT RECORDS SECTION**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:** Recommend Approval

### SUMMARY OF INFORMATION:

See attached

ATTACHMENTS:  YES  NO

SIGNATURE: *J. Dudley Watts, Jr.* DATE: May 9, 2013  
COUNTY MANAGER

**RESOLUTION APPROVING AND ADOPTING FOR USE BY FORSYTH COUNTY THE RECORDS RETENTION AND DISPOSITION SCHEDULE FOR COUNTY MANAGEMENT ISSUED APRIL 15, 2013 BY THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES, DIVISION OF ARCHIVES AND RECORDS, STATE ARCHIVES OF NORTH CAROLINA, GOVERNMENT RECORDS SECTION**

**WHEREAS**, according to G.S. 121-5 and G.S. 132-3 public records may only be destroyed with the consent of the North Carolina Department of Cultural Resources; and

**WHEREAS**, the Department of Cultural Resources gives its consent to destroy records through the issuance of a Records Retention and Disposition Schedule; and

**WHEREAS**, without approving this Records Retention and Disposition Schedule, the County must obtain specific permission from the North Carolina Department of Cultural Resources prior to destroying any record; and

**WHEREAS**, the North Carolina Department of Cultural Resources approved and issued a Records Retention and Disposition Schedule for County Management on April 15, 2013, which supersedes all previous editions and amendments and needs to be approved and adopted for use by Forsyth County.

**NOW, THEREFORE, BE IT RESOLVED** that the Forsyth County Board of Commissioners hereby approves and adopts for use by Forsyth County the Records Retention and Disposition Schedule for County Management Issued and Approved by the North Carolina Department of Cultural Resources, Division of Archives and Records, State Archives of North Carolina, Government Records Section, on April 15, 2013, which schedule shall remain in effect, upon adoption, by Forsyth County, until it is further amended and issued.

**BE IT FURTHER RESOLVED** that the Forsyth County Manager and the Chairman of the Forsyth County Board of Commissioners are hereby authorized to execute the County Management Records Retention and Disposition Schedule signature page on behalf of Forsyth County.

Adopted this 13<sup>th</sup> day of May 2013.

**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.*

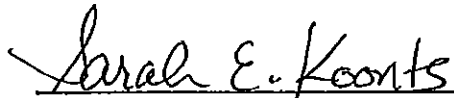
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative 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

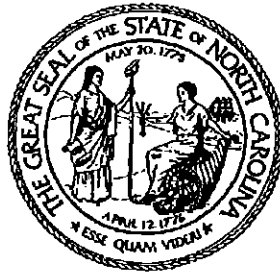
  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

County: \_\_\_\_\_

April 15, 2013

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## COUNTY MANAGEMENT



Issued By:



NORTH CAROLINA  
DEPARTMENT OF  
**CULTURAL  
RESOURCES**  
[WWW.NCCULTURE.COM](http://WWW.NCCULTURE.COM)

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

April 15, 2013



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**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.*

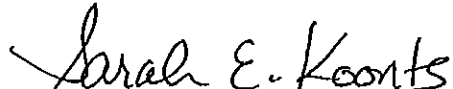
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative 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: \_\_\_\_\_

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

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**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.

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**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*)
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**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.
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**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.
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**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.

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**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.

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**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."

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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

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***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

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**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.**

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**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.

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**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

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**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*

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**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.

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**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.

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**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.

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

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

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

- A.** The following documents are available on the State Archives of North Carolina website:
- Best Practices for Cloud Computing: Records Management Considerations
  - Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
  - Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
  - Best Practices for File Naming
  - Best Practices for Social Media Usage in North Carolina
  - Guidelines for Digital Imaging Systems
  - Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
  - Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

## **GEOSPATIAL RECORDS**

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**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.

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**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.

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**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.

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**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.

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**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

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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**

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**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.

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**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.

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**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**

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**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.

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**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.

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**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.

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

**A.** Not at this time.

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**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.	<b>ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES</b>	Retain in office official copy permanently.	
2.	<b>AGENDA AND MEETING PACKETS FILE</b> Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies.  See also <b>MINUTES OF PUBLIC BODIES</b> 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 _____	
3.	<b>APPLICATIONS FOR APPOINTMENT</b> 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.	<b>APPOINTMENTS REPORTING RECORDS</b> 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.	<b>ASSOCIATIONS AND ORGANIZATIONS FILE</b> 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.	<b>AUDIO AND VIDEO RECORDING OF MEETINGS</b>	Destroy in office after approval of official written minutes.	
7.	<b>AUDITS: PERFORMANCE</b> Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records.  See also <b>AUDITS: FINANCIAL</b> 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.	<b>BUSINESS DEVELOPMENT SUBJECT FILES</b>	Destroy in office after 3 years or when superseded.	
9.	<b>BULLETINS</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
10.	<b>CALENDARS OF EVENTS AND APPOINTMENTS</b>	Destroy in office when superseded or obsolete.	
11.	<b>CENSUS PROJECT FILE</b> 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 _____	
12.	<b>CHARTER RECORDS</b> Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p><b>CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS</b> Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. May include petitions signed by citizens requesting action or routine requests for service or information.</p>	Destroy in office 1 year after resolution.*	
14.	<p><b>CITIZEN REBATE PROGRAM RECORDS</b> Applications, receipts, and related records concerning rebate programs sponsored by the county. These records document programs that citizens may opt into and incentivize actions such as, but not limited to, installing water efficient toilets.</p>	<p>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 _____</p>	
15.	<p><b>CITIZEN SURVEYS</b> Surveys and related records addressing county services, policies, and other concerns.</p>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
16.	<p><b>COMPREHENSIVE PLAN</b> Long-range plan outlining policies, guidelines and plans for future development of the county. Includes but is not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.</p>	<p>a) Retain official copy in office permanently. b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.</p>	

\*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
17.	<p><b>CONFERENCES AND WORKSHOPS FILE</b> Records concerning conferences and workshops conducted or attended by county employees.</p> <p>See also <b>EMPLOYEE TRAINING AND EDUCATIONAL RECORDS</b> item 28, page 78.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
18.	<p><b>CORRESPONDENCE AND MEMORANDA</b> Administrative and management correspondence/memoranda, including email, written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.</p> <p>For information on handling email, see <b>Electronic Records and Digital Imaging</b> page viii.</p>	<p>a) Transfer after 3 years correspondence, including email, with historical value to the <b>HISTORIES FILE</b> item 29, page 7.</p> <p>b) Destroy routine administrative correspondence and memoranda when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>c) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: The correspondence, including email, of the county manager and department heads have historical value and should be retained.</i></p>	
19.	<p><b>CUSTOMER CALL CENTER RECORDINGS</b> Recordings made of calls to customer service centers for quality assurance and training purposes.</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

\*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
20.	<p><b>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> Records concerning the maintenance, repair, routine testing, and inspection of county owned equipment and vehicles.</p> <p>See also <u>GRANTS</u> item 28, page 6.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.</p> <p>b) Destroy in office billing records after 3 years.*</p> <p>c) Retain for life of equipment and vehicles records documenting all other maintenance and repairs.</p>	
21.	<p><b>EQUIPMENT AND VEHICLE REFERENCE FILE</b> Includes operation, specification, and technical manuals, brochures, bulletins, and related documentation.</p>	Destroy in office when superseded or obsolete.	
22.	<p><b>EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS</b> 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.</p>	<p>a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.*</p> <p>b) Destroy in office remaining records after 1 year.</p>	
23.	<p><b>FACILITY ACCESSIBILITY FILE</b> 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.</p>	Destroy in office after 5 years.*	29 CFR 1602

\*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
24.	<b>FUND DRIVE AND EVENT RECORDS</b> 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.	<b>GOALS AND OBJECTIVES</b>	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
26.	<b>GRANT CONTRACT APPEALS CASES</b>	Destroy in office 10 years after final action or decision.*	
27.	<b>GRANT PROPOSALS</b> Proposals submitted for grants. May include applications, correspondence (including email), and other related records.	a) Transfer records concerning approved grants to <b>GRANTS</b> 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 _____	
28.	<b>GRANTS</b> 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 <b>GRANTS: FINANCIAL</b> 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.

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	<b>HISTORIES FILE (AGENCY AND EMPLOYEES)</b> 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.	<b>INDEX FILE</b> Listing of where specific information can be found.	Destroy in office when superseded or obsolete.	
31.	<b>LEGISLATION AND REGULATORY RECORDS</b> 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 _____	
32.	<b>MAIL: UNDELIVERABLE/RETURNED</b> 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 _____	
33.	<b>MAILING AND DISTRIBUTION RECORDS</b> 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 _____	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.	<p><b>MINUTES OF PUBLIC BODIES</b> 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.</p> <p>See the <b>Microfilm</b> section on page xi for instructions on microfilming.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are permanent records.</p> <p>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.</p> <p>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 _____</p>	G.S. § 143-318.10
35.	<p><b>MINUTES (STAFF MEETINGS)</b> Minutes of meetings, including all referenced and attached documentation.</p> <p>See also <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	G.S. § 143-318.10(c)
36.	<p><b>NOTICES OF PUBLIC MEETINGS</b> Includes notices and regular meeting schedules.</p> <p>See also <b>AFFIDAVITS OF PUBLICATION</b> item 1, page 63.</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
37.	<p><b>OFFICE SECURITY RECORDS</b> 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.</p>	<p>a) Destroy in office or reuse after 30 days recordings not required to support known investigations or litigation.</p> <p>b) Destroy in office all remaining records after 1 year.</p>	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
38.	<p><b>ORDINANCES</b> Includes code of ordinances and ordinance development records.</p> <p>See the <b>Microfilm</b> section on page xi for instructions on microfilming.</p>	<p>a) Retain official copy permanently.</p> <p>b) Destroy in office additional copies (including tabled or failed ordinances) when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>c) Destroy in office development records when ordinance is no longer in effect or when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
39.	<p><b>ORGANIZATION RECORDS</b> Includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office all other records when superseded or obsolete.</p>	
40.	<p><b>PARKING FILE</b> Records concerning staff parking assignments.</p>	Destroy in office when superseded or obsolete.	
41.	<p><b>PEST CONTROL RECORDS</b> Records concerning county pest eradication programs.</p>	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.	<b>PLANNING AND DEVELOPMENT FILE</b> 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 value ends.† Agency Policy: Destroy in office after _____	
43.	<b>PROCLAMATIONS AND ORDERS</b> 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 value ends.† Agency Policy: Destroy in office after _____	
44.	<b>PROJECTS FILE</b> 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.	<b>PROPERTY INVENTORIES</b> 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.	<b>PUBLIC HEARING RECORDS</b> 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 _____	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
47.	<b>PUBLIC RECORDS DISCLOSURE FILE</b> Formal requests submitted by persons seeking access to county records.	Destroy in office 2 years after resolution.*	
48.	<b>PUBLICATIONS RECEIVED</b> Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	
49.	<b>QUARTERLY UTILIZATION REPORTS</b> Reports relating to county business and economic development programs.	Destroy in office 1 year after submission of report.	
50.	<b>RATE AND FEE SCHEDULES</b> Records relating to rates, fees, and regulations concerning county services.	Destroy in office when superseded or obsolete.	
51.	<b>RECORDS MANAGEMENT FILE</b> 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.	<b>REFERENCE (READING) FILE</b> Subject files containing informational copies of records organized by areas of interest.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
53.	<p><b>REPORTS AND STUDIES (INTERNAL ADMINISTRATION)</b> 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.</p>	<p>a) Retain in office 1 copy of all biennial and annual reports permanently.</p> <p>b) Retain in office reports and studies prepared by request of a county's governing body or a court permanently.</p> <p>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.</p> <p>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.</p> <p>e) Destroy in office remaining reports and studies when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	
54.	<p><b>REQUESTS FOR PROPOSALS</b> Proposals submitted by vendors in response to requests from departments.</p> <p>See also <b>BIDS FOR PURCHASE</b> item 9, page 22.</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
55.	<p><b>REQUISITIONS FILE</b> Requests for payment of parts and inventory items.</p>	<p>Destroy in office after 1 year.</p>	

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
56.	<p><b>RESOLUTIONS</b> File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the <b>Microfilm</b> section on page xi for instructions on microfilming.</p>	<p>a) Retain one copy permanently.</p> <p>b) Destroy in office additional copies (including those tabled or failed) when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>c) Destroy in office development records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
57.	<b>SURPLUS PROPERTY FILE</b>	Destroy in office 3 years after disposition of property.*	
58.	<b>TELEPHONE USAGE LOGS AND REPORTS</b>	<p>a) Destroy in office records used for billing after 1 year.*</p> <p>b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
59.	<b>TRAVEL REQUESTS</b>	Destroy in office after 1 year.*	
60.	<p><b>VEHICLE REGISTRATION CARDS</b> North Carolina registration cards for vehicles in the county fleet.</p>	Retain in vehicle until superseded.	
61.	<b>VETERANS COMMISSION QUARTERLY REPORTS</b>	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.	<p><b>WORK ORDERS</b> 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.</p>	<p>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 <b>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> item 13, page 33, or <b>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> item 20, page 5.</p>	
63.	<p><b>WORKFORCE DEVELOPMENT BOARD MEETINGS</b> Agendas, minutes, and related materials pertaining to meetings of the Workforce Development Board.</p>	Follow disposition instructions for <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.	20 CFR 652 G.S §143B -438.13
64.	<p><b>WORKFORCE INVESTMENT ACT: AUDIT/AUDIT RESOLUTIONS</b> 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.</p>	Destroy in office after 3 years.	OMB Circular A-133 G.S §143B -438.13 29 CFR 97.26 20 CFR 652
65.	<p><b>WORKFORCE INVESTMENT ACT: LOCAL AREA JOB TRAINING PLAN RECORDS</b> Records concerning the local board's bid process for contracting workforce development programs.</p>	Destroy in office when superseded or obsolete.	20 CFR 652 G.S §143B -438.13

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ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
66.	<p><b>WORKFORCE INVESTMENT ACT: PARTICIPANT RECORDS</b>  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.</p>	<p>Destroy in office 3 years after close of audit or final year expenditure.*</p>	<p>20 CFR 652  G.S §143B -438.13</p>

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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.	<b>AIR SPACE CONSTRUCTION FILES</b> Applications to construct structures which may obstruct flight space. May include correspondence, including email, and related records.	Destroy in office after 5 years.	
2.	<b>AIRFIELD INSPECTION FILES</b> 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.	<b>AIRPORT CERTIFICATION MANUAL</b> 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.	<b>AIRPORT COMMISSION MINUTES</b>  See the <u>Microfilm</u> section on page xi for instructions on microfilming minutes.	Follow disposition instructions for <u>MINUTES OF PUBLIC BODIES</u> item 34, page 8.	
5.	<b>AIRPORT MASTER RECORD FILES</b> Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports	Destroy in office when superseded.	

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ITEM #	STANDARD-2: AIRPORT AUTHORITY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<b>COMMUNICATIONS RECORDINGS</b> 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.	<b>LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS</b> Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
8.	<b>RADIO LOGS</b> Records of radio calls received and placed.	Destroy in office after 1 year.	

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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.	<b>ACTIVITY REPORTS (ANIMAL CONTROL)</b> 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 <b>REPORTS AND STUDIES (INTERNAL ADMINISTRATION)</b> item 53, page 12.	Destroy in office after 1 year.	
2.	<b>ANIMAL ADOPTION RECORDS</b> Includes pre-adoption records and agreements.	Destroy in office after 2 years.	
3.	<b>ANIMAL ABUSE AND CRUELTY CASES</b> Includes complaints, citations and/or compliance orders, and similar records.	Destroy in office after 5 years.*	G.S. §14-360
4.	<b>ANIMAL BITE RECORDS</b> Includes copies of bite reports filed with the local Public Health Department.  See also <b>DANGEROUS ANIMAL RECORDS</b> 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.	<b>ANIMAL COMPLAINT RECORDS</b> Includes complaints of animal abuse and nuisances.  See also <b>DANGEROUS ANIMAL RECORDS</b> item 10, page 19.	Destroy in office after 3 years.*	
6.	<b>ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS</b> Includes citations and/or compliance orders issued to animal owners of violations of county ordinances.  See also <b>DANGEROUS ANIMAL RECORDS</b> item 10, page 19.	Destroy in office after 3 years.*	
7.	<b>ANIMAL LICENSE RECORDS</b> Records concerning the payment of license fees.	Destroy in office after 3 years.*	
8.	<b>CERTIFICATES OF ANIMAL RELEASE</b> Certificates verifying health of animal examined and released by county animal control.	Destroy in office after 1 year.	
9.	<b>CONTROLLED SUBSTANCE EUTHANASIA LOG</b> Includes amount of controlled substance used and animals destroyed.	Destroy in office after 2 years.	21 CFR 1304.03
10.	<b>DANGEROUS ANIMAL RECORDS</b> 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

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ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>HISTORIES OF PET OWNERS</b> 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.	<b>OWNER CONTACT NOTICE RECORDS</b>	Destroy in office 1 year from date of contact.	
13.	<b>RABIES CONTROL REPORTS</b> Monthly reports sent to the Division of Health Services.	Destroy in office after 1 year.	
14.	<b>SHELTER DISPOSITION SHEETS</b> 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.	<b>VACCINATION RECORDS</b> Includes rabies vaccination certificates sent to county animal control by area veterinarians.	Destroy in office after 3 years.	

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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.	<b>ACCOUNTS PAYABLE</b> Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	<b>ACCOUNTS RECEIVABLE</b> Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	<b>ACCOUNTS UNCOLLECTABLE</b> 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.	<b>ANNUAL BUDGET</b> 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.	<b>ARBITRAGE RECORDS</b> 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

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ITEM #	STANDARD 4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p><b>AUDITS: FINANCIAL</b> Records concerning internal and external financial statements and financial-related audits. Includes reports, working papers, and related records.</p> <p>See also <b>AUDITS: PERFORMANCE</b> item 7, page 2.</p>	<p>a) Retain reports permanently.</p> <p>b) Destroy in office working papers and remaining records 3 years after the date of the report.*</p>	G.S. § 159-34
7.	<p><b>AUTHORIZATION FORMS</b> Authorization to purchase materials.</p>	Destroy in office after 3 years.*	
8.	<p><b>BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, RECEIPTS, RECONCILIATIONS, AND WARRANTS.</b> May include cash, credit card, and purchasing card statements and receipts.</p>	Destroy in office after 3 years.*	
9.	<p><b>BIDS FOR PURCHASE</b> 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.</p>	<p>a) Destroy in office successful (awarded) construction (capital improvements) bid records 6 years after completion or termination of project.*</p> <p>b) Destroy in office all other successful (awarded) bid records 3 years after purchase.*</p> <p>c) Destroy in office unsuccessful bid records not awarded or opened after 1 year.*</p>	G.S. § 143 Article 8
10.	<p><b>BIDS FOR DISPOSAL OF PROPERTY</b> Records concerning the disposal of surplus property. May include various disposition procedures used, such as sealed bids and public auction.</p>	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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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>BILLING AND CLAIMS</b> Records used as the basis for payment of bills and claims for damages made by and against the county.	Destroy in office 3 years after settlement.*	
12.	<b>BILLS OF SALE</b> Records of sale of county property and equipment.	Destroy in office after 3 years.*	
13.	<b>BOND CLOSING RECORDS</b> Includes applications, agreements, tax records, contracts, official statements, legal opinions, ratings letters, public hearing bonds, title insurance, deeds of trust, and other related records.	Destroy in office 3 years after entire issuance has been satisfied.*	G.S. § 159 Article 7
14.	<b>BONDS, NOTES, AND COUPONS</b>	Destroy in office 1 year from date of payment.	G.S. § 159-139 (instructions for cancelled bonds)
15.	<b>BOND REGISTER</b> Records of all bonds, notes, and coupons issued detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	G.S § 159-130
16.	<b>BUDGET RESOLUTIONS AND ORDINANCES</b> Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	a) Retain permanently official copies in the minutes of the governing board.  b) Destroy in office remaining copies when administrative value ends.† Agency Policy: Destroy in office after _____	G.S § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S § 159-15

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

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	Destroy in office after 10 years.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	<b>FACILITY SERVICE AND MAINTENANCE AGREEMENTS</b>  See also <b>GRANTS: FINANCIAL</b> item 36, page 26.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed.  b) Destroy in office remaining records after 3 years.*	
35.	<b>FINANCIAL JOURNALS AND LEDGERS</b>	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.*  b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
36.	<b>GRANTS: FINANCIAL</b> Records concerning approved federal, state, and private grants. May include all relevant accounting, purchasing, payroll, and financial records.  See also <b>GRANTS</b> item 28, page 6.	Destroy in office 5 years after submission of final report.*	09 NCAC 03M.0703
37.	<b>INSURANCE FILE</b> Certificates of insurance and related records provided by insurance providers as proof of coverage.  See also <b>BILLING AND CLAIMS</b> item 11, page 23 and <b>GRANTS: FINANCIAL</b> item 36, page 26.	Destroy in office 3 years from date of termination, expiration, or settlement of all claims.*	
38.	<b>INVESTMENT RECORDS</b> Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdraw, notices, and other related account activity documentation.	Destroy in office after 3 years.*	G.S. § 159-30

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ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	INVOICES	Destroy in office after 3 years.*	
40.	LOAN RECORDS Records concerning loans made to the county. May include promissory notes.	Destroy in office 3 years after loan is satisfied.*	
41.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	G.S. §159-33 and §159-33.1.
42.	LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS	Destroy in office after 3 years.*	
43.	MONTHLY BUDGET REPORTS	Destroy in office after 3 years.*	
44.	PAID CHECKS, BILLS, AND VOUCHERS	Destroy in office after 3 years.*	
45.	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	<ul style="list-style-type: none"> <li>a) Transfer records documenting personnel actions to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</li> <li>b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.</li> <li>c) Destroy all remaining records in office after 4 years.*</li> </ul>	<p>Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.</p> <p>FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)</p>

\*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
46.	<p><b>PAYROLL DEDUCTION RECORDS</b> 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.</p> <p>See also <b>WITHHOLDING TAX FILE</b> item 57, page 30.</p>	<p>a) Destroy in office deduction authorization forms and records when superseded or obsolete.*</p> <p>b) Destroy in office remaining records after 4 years.*</p>	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
47.	<p><b>POPULAR ANNUAL FINANCE REPORT</b></p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office other records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
48.	<p><b>POWELL BILL RECORDS</b> Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation and all other related documentation.</p>	Destroy in office after 3 years if released from all audits.*	
49.	<p><b>PURCHASE ORDERS</b> Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services.</p> <p>See also <b>GRANTS: FINANCIAL</b> item 36, page 26.</p>	<p>a) Destroy in office capital improvement purchase orders 6 years after completion or termination of project.*</p> <p>b) Destroy in office all other purchase orders after 3 years.*</p> <p><i>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.</i></p>	

\*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.	<b>PURCHASING REPORTS AND LOGS</b> 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.	<b>RECIPIENT CHECK AND CANCELLATION REGISTERS</b>	Destroy in office after 3 years.*	
52.	<b>SURETY BOND INFORMATION</b>	Destroy in office after final inspection.*	
53.	<b>TIME SHEETS, CARDS, AND ATTENDANCE RECORDS</b> Records concerning the work hours and attendance of employees.	Destroy in office after 3 years.*	29 CFR 516.6 29 CFR 825.500
54.	<b>TRAVEL REIMBURSEMENTS</b> Includes authorizations and requests for reimbursement for travel and related expenses.  See also <u>GRANTS: FINANCIAL</u> item 36, page 26.	Destroy in office after 3 years.*	
55.	<b>VENDOR FILE</b> 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.	<b>VOUCHERS AND REGISTERS FILE</b>	Destroy in office after 3 years.*	

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ITEM #	STANDARD 4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	<p><b>WITHHOLDING TAX FILE</b>  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.</p>	<p>a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification.</p> <p>b) Destroy all remaining records in office after 4 years.*</p>	<p>Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.</p> <p>29 CFR 1627.3  26 CFR 31.6001-1  26 CFR 31.6001-4</p>

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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.	<b>AIR POLLUTION SOURCE INFORMATION</b> For facilities which are no longer operational.	Destroy in office after 2 years.*	
2.	<b>BEER AND WINE LICENSES</b> 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.	<b>BLUEPRINTS AND SPECIFICATIONS</b> 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 _____  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.	<b>BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS</b> 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 _____	
5.	<b>BUSINESS CERTIFICATION RECORDS</b> 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 _____	
6.	<b>CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS</b> Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
7.	<b>DAM CONSTRUCTION, OPERATION, AND MAINTENANCE FILES</b>	Retain for life of structure.	
8.	<b>DROUGHT CONTINGENCY PLANS</b> Water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
9.	<b>EROSION AND SEDIMENT CONTROL AFFIDAVITS</b> Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	<b>EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES</b> Includes settled legal matters and penalties.	Destroy in office 6 years after settlement.*	
11.	<b>EROSION AND SEDIMENT CONTROL PLANS</b> Includes approved and disapproved plans. May include revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.	<b>EXEMPTION (VARIANCE) RECORDS</b> Exemption and variance records concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	40 CFR 141.33 15A NCAC 18C .1526
13.	<b>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</b> Records concerning the maintenance, repair, and inspection of county owned facilities.  See also <u>GRANTS</u> item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.	
14.	<b>GOING-OUT-OF-BUSINESS LICENSES</b> Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
15.	<b>GROUNDWATER MONITORING RECORDS</b> Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	15A NCAC 2C .0100

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<b>HAZARDOUS WASTE DISPOSAL RECORDS</b> 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.	<b>ILLEGAL DUMPING FILE</b> Records concerning illegal dumping complaints received.	Destroy in office after 5 years.*	
18.	<b>INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM</b> Includes non-compliance inspection and test records conducted by a facility.	Destroy in office after 5 years.*	
19.	<b>INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES</b> 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.	<b>INSPECTIONS: LANDFILL</b> 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.	<b>INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES</b>	Destroy in office after 5 years.	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<b>INSPECTIONS: SANITARY LANDFILL</b> Includes state inspection form.	Destroy in office after 1 year.	
23.	<b>INSPECTIONS: SEWAGE DISPOSAL SYSTEM</b> 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.	<b>INSPECTIONS: SUBSTANDARD HOUSING</b>	Destroy in office after 6 years.	
25.	<b>INSPECTIONS: WASTE LOADS</b> Inspections conducted to prevent the disposal of illegal and/or restricted materials in a landfill.	Destroy in office after 3 years.	
26.	<b>INSPECTIONS: WATER AND WASTEWATER SYSTEM</b> Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.*	
27.	<b>LABORATORY OPERATIONS RECORDS</b> 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.	<b>LEAD AND COPPER COMPLIANCE RECORDS</b> Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	40 CFR 141.91
29.	<b>LIFT/PUMP STATION INFORMATION FILE</b> Technical information concerning lift station and maintenance, water, and sewer petition work.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<b>LANDFILL OPERATIONAL PLAN</b> 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.	<b>LANDFILL TONNAGE AND COST FILE</b>	Destroy in office after the 5 year reporting period is complete.	
32.	<b>NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION</b> Contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
33.	<b>PERMIT LOG</b> Record showing permit number, date, name of owner, cost of construction (if applicable), permit date, and receipts.	Destroy in office after 6 years.	
34.	<b>PERMIT RECEIPT BOOKS</b>	Destroy in office after 3 years.*	
35.	<b>PERMITS: BURNING</b> 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 _____	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	<b>PERMITS: COMMUNITY WATER SYSTEM</b> Permit issued by the NC Department of Environment and Natural Resources.	Destroy in office when superseded.	G.S. §130A-328(a)
37.	<b>PERMITS: ENCROACHMENTS OF RIGHT-OF-WAY</b>	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 _____	
38.	<b>PERMITS: FACILITIES USE</b>	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 _____	
39.	<b>PERMITS: LANDFILL</b>	Destroy in office after the 5 year reporting period is complete.	
40.	<b>PERMITS: MISCELLANEOUS (CONSTRUCTION)</b> Applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance.  See also <b>PERMITS: MISCELLANEOUS (NON-CONSTRUCTION)</b> 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 _____	

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

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<b>REPORTS: DISCHARGE MONITORING</b> 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.	<b>REPORTS: ENVIRONMENTAL HEALTH</b> Laboratory reports showing results of environmental health tests.	Destroy in office after 3 years.	
47.	<b>REPORTS: LANDFILL MONITORING</b> Gas and groundwater monitoring records and reports.	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	
48.	<b>REPORTS: MONTHLY BUILDING PERMITS AND CONSTRUCTION</b> 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.	<b>REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)</b>	Destroy in office after 2 years.*	
50.	<b>REPORTS: WASTEWATER MAINTENANCE OPERATION</b>	Destroy in office after 3 years.	
51.	<b>STANDARD BUILDING CODES</b>	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
52.	<b>STREET INFORMATION</b> May include master address logs.	Destroy in office when superseded or obsolete.	
53.	<b>TRADES CERTIFICATIONS</b> Includes contractors licensing records.	Destroy in office when superseded or obsolete.	
54.	<b>TROUT BUFFER VARIANCES</b> 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.	<b>UNSAFE BUILDINGS FILE</b> Notification to owner of unsafe conditions relative to a particular structure.	Destroy in office after 6 years provided all issues have been resolved.*	
56.	<b>VIOLATIONS</b> 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.	<b>VIOLATIONS: SOLID WASTE MANAGEMENT</b> 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.	<b>VIOLATIONS: WATER CONSERVATION</b> Notices of water conservation violation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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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 _____	
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)

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

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**STANDARD-6. EMERGENCY SERVICES RECORDS**

Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

<b>STANDARD-6: EMERGENCY SERVICES RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
1.	<b>911 CALL RECORDINGS</b>	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.	<b>911 COMMUNICATION RECORDS</b> 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.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<b>AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR)</b> 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.	<b>AMBULANCE DISPATCH RECORDS</b> 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.	<b>AMBULANCE SERVICE RUN LOG</b> Includes response number, location of call, responding unit, arrival and departure times, and other related information.	Destroy in office after 3 years.*	
8.	<b>ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE</b>	Destroy in office after 3 years.	
9.	<b>COMPANY RUN REPORT (FIRE JOURNAL)</b> Listings of fire calls, alarms, personnel involved, equipment used, and actions taken.	Destroy in office after 5 years.	
10.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> 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.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	<b>EMERGENCY NOTIFICATIONS</b>	Destroy in office when superseded or obsolete.	
14.	<b>EVACUATION PLANS</b>	Destroy in office when superseded or obsolete.	
15.	<b>FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE</b> 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.	<b>FIRE ALARM JOURNAL</b> Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	
17.	<b>FIRE DISPATCH FILE</b> 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.	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>FIRE INVESTIGATION CASE FILES</b> 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.</p> <p>See also <b>FIRE INVESTIGATION RECORDS</b> item 19, page 46.</p>	<p>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.*</p>	
19.	<p><b>FIRE INVESTIGATION RECORDS</b> Reports and correspondence, including email, of fires investigated by department personnel.</p> <p>See also <b>FIRE INVESTIGATION CASE FILES</b> item 18, page 46.</p>	<p>Destroy in office when administrative value ends if not made part of a case file.† Agency Policy: Destroy in office after _____</p>	
20.	<p><b>FIRE LIMITS ORDINANCES</b> Ordinances passed by council establishing and defining fire limits which shall include principal business portions of the county.</p>	<p>Retain in office permanently.</p>	
21.	<p><b>FIRE SAFETY INSPECTIONS</b> Inspections and permits issued of buildings and systems for proper fire protection measures and procedures.</p>	<p>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.</p>	
22.	<p><b>FIXED NUCLEAR FACILITIES PLANS FILE</b> Includes emergency plans for county fixed nuclear facilities.</p>	<p>Destroy in office after 3 years.</p>	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	<b>HOSE RECORDS</b> Records concerning the age, repair, and routine testing of fire hoses.	Destroy in office after 2 years.	
24.	<b>HYDRANT RECORDS</b> 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.	<b>LOCAL EMERGENCY PLANNING COMMITTEE MINUTES</b>	Follow disposition instructions for <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.	42 USC §11003
26.	<b>LOCAL EMERGENCY PLANS</b> Comprehensive emergency response plans developed by emergency planning districts.	Destroy in office when superseded or obsolete.	42 USC §11001
27.	<b>NATIONAL FLOOD INSURANCE PROGRAM RECORDS</b>	Retain in office permanently.	
28.	<b>NORTH CAROLINA FIRE CASUALTY REPORT</b> Report filed with the N.C. State Fire Commission.	Destroy in office after 5 years.	
29.	<b>NORTH CAROLINA FIRE INCIDENT REPORT</b> 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.	<b>NORTH CAROLINA FIRE ASSOCIATION RECORDS</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

\*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.	<b>NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT</b> 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.	<b>NUCLEAR CIVIL PROTECTION PLAN</b>	Destroy in office when superseded or obsolete.	
33.	<b>PHARMACEUTICAL RECORDS</b>	Destroy in office after 3 years.*	
34.	<b>PLANS</b> Plans of buildings and fire safety systems of commercial and industrial properties.	Destroy in office when superseded or obsolete.	
35.	<b>PUMP TEST RECORDS</b> Results of tests conducted on pumping equipment.	Destroy in office after 2 years.	
36.	<b>RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY</b>	Destroy in office after loan of radioactive materials ends.	
37.	<b>RADIOLOGICAL DATA STATION FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	<b>RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
39.	<b>SAFETY COMMITTEE MEETINGS</b> Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	Follow disposition instructions for <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.	

\*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
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.)	<ul style="list-style-type: none"> <li>a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*</li> <li>b) Destroy in office records pertaining to job-related illness and injury after 5 years.</li> <li>c) Destroy in office results of routine medical examinations and similar records after 1 year.</li> </ul> <p><i>Retention Note: Records must be maintained separately from an employee's personnel jacket.</i></p>	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 <u>VOLUNTEER FIREFIGHTERS MEDICAL RECORDS</u> item 44, page 49.	Destroy in office 30 years from date of separation.*	

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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.	<p><b>ADDRESS POINTS MAPS</b></p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	

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

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.	<p><b>CORPORATE LIMITS</b></p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	
3.	<p><b>EXTRATERRITORIAL JURISDICTIONS</b></p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p><b>ORTHOIMAGERY</b></p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Retain permanently. Create a snapshot of dataset when created. To retain,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	
5.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE</b></p>	<p>Destroy in office system backup files when superseded or obsolete.</p>	
6.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA</b></p> <p>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.</p>	<p>Retain in office parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets, permanently.</p> <p><i>Retention Note:</i> Other datasets should be kept according to standards and procedures set by the <u>North Carolina Geographic Information Coordinating Council</u>. See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	

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

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ITEM #	STANDARD 7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)</b> Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. May include data element dictionaries, file layout, codebooks and tables, and definition files.</p>	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
8.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES</b> Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</p>	Retain in office permanently.	
9.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS</b> Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.</p>	Destroy in office after 1 year.	
10.	<p><b>GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS</b> Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.</p>	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office 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 _____	
12.	<b>MAPPING PROJECT RECORDS</b> Includes county contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.  See also <u>GEOSPATIAL RECORDS</u> , page x.	Paper: Retain in office permanently.  GIS dataset: Create a snapshot of dataset annually. To retain permanently,  <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u> .  <i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u> .	

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

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

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p><b>MAPS: ALL OTHER</b> Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.</p>	<p>a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently.</p> <p>b) Destroy in office remaining items when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
16.	<p><b>PARK MAPS</b> 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</p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	

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ITEM #	STANDARD-7: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p>STREET CENTERLINE</p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	

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**STANDARD-8. INFORMATION TECHNOLOGY (IT) RECORDS**

Information technology encompasses all activities undertaken by county departments to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

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

ITEM #	STANDARD-8- INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>AUDIT TRAILS FILE</b> Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years.*	
2.	<b>COMPUTER AND NETWORK USAGE RECORDS</b> Records documenting usage of electronic devices and networks. May include, but is not limited to, login files, system usage files, individual program usage files and records of use of the internet by employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	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."

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

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ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	<b>DIGITIZATION AND SCANNING RECORDS</b> Records concerning imaging operations. May include, but is not limited to, scanning and data entry quality control records and audit reports.	Destroy in office after 3 years.	
4.	<b>DISASTER PREPAREDNESS AND RECOVERY PLANS</b> Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. (Disaster preparedness and recovery plans should be stored in a secure, 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."
5.	<b>INFORMATION TECHNOLOGY ASSISTANCE RECORDS</b> Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. May include, but is not limited to, help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	

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ITEM #	STANDARD-8: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p><b>NETWORK AND SYSTEM SECURITY RECORDS</b> Records documenting the security of network and system. May include, but is not limited to, records concerning firewalls, anti-virus programs, and intruder scanning logs.</p>	Destroy in office 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."
7.	<p><b>NETWORK DIAGRAMS</b> Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.</p>	Destroy in office 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."
8.	<p><b>PROJECT DOCUMENTATION FILES</b> Records created to design, develop, control, or monitor a specific project or group of projects. May include, but is not limited to, statements of work, assessments, maintenance agreements, and testing records.</p>	<p>a) Retain records with historical value permanently.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p>	

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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<b>SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS</b> Records documenting compliance with agency software license and copyright provisions. May include, but is not limited to, software licenses, correspondence, including email, and related documentation.	Destroy in office 1 year after life of system.	
10.	<b>SYSTEM ACCESS RECORDS</b> Records documenting user permissions and access to information, programs, or applications within a system.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	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."
11.	<b>SYSTEM DOCUMENTATION RECORDS</b> Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. This series may include but is not limited to: system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Comply with applicable provisions of G.S. 132-6.1 (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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ITEM #	STANDARD-3: INFORMATION TECHNOLOGY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p><b>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</b> Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. May include, but is not limited to, computer equipment inventories and service records.</p>	<p>a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.</p> <p>b) Retain records documenting all other equipment maintenance and repairs for life of equipment.</p>	
13.	<p><b>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</b> Records documenting regular or essential system backups. May include, but is not limited to, backup tape inventories, relevant correspondence, including email, and related documentation.</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.† Agency Policy: Destroy in office after _____</p> <p><i>See Also: <u>Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files</u>, available on the State Archives of North Carolina website.</i></p>	
14.	<p><b>WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE</b> Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration files used to operate the site and establish its look and feel. May include, but is not limited to, server environment configuration specifications.</p> <p>See also <u>WEBSITE (ELECTRONIC) FILE</u> item 7, page 98.</p>	<p>Destroy in office when superseded or obsolete.</p>	

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**STANDARD-9. LEGAL RECORDS**

Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of county departments or their individual employees or clients.

ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p><b>AFFIDAVITS OF PUBLICATION</b> Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.</p> <p>See also <b>NOTICES OF PUBLIC MEETINGS</b> item 36, page 8.</p>	<p>a) Retain in office permanently if record provides only evidence of publication.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	G.S. § 1-600
2.	<p><b>COMPLAINTS (DISCRIMINATION)</b> Records concerning discrimination charges. May include charges made under the Age Discrimination in Employment Act, Americans with Disabilities Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.</p>	Destroy in office 2 years after final disposition of the charge.*	
3.	<p><b>CONDEMNATION RECORDS</b> Settled and pending condemnation cases.</p> <p>See also <b>ACCOUNTS PAYABLE</b> item 1, page 21 for disposition of financial records.</p>	Retain in office permanently.	

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

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ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<b>CONFLICT OF INTEREST DISCLOSURE STATEMENTS</b> Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office when superseded or obsolete.	
5.	<b>CONTRACTOR COMPLIANCE MONITORING FILES</b>	Destroy in office 5 years after contract expiration.	
6.	<b>CONTRACTS AND AGREEMENTS</b> Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. May include franchise agreements, hold harmless agreements, good faith effort documentation, and memoranda of understanding.	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office construction (capital improvements) contracts 6 years after completion or termination of project.* c) Destroy in office all other contracts and agreements 3 years after expiration, termination, or completion.*	
7.	<b>CORRESPONDENCE (LEGAL)</b> Correspondence, including email, and related records concerning actions taken to recover debts, fines, and penalties; and to assure violations are addressed.	Destroy in office 5 years after resolution.*  For information on handling email, see <u>Electronic Records</u> page viii.	Comply with provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
8.	<b>EASEMENTS AND RIGHT OF WAY AGREEMENTS</b> Granted to and by the agency.  See also <b>ACCOUNTS PAYABLE</b> item 1, page 21 for disposition of financial records.	Retain in office permanently.	

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ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<b>ENCROACHMENTS FILE</b> Records concerning conflicts on land or water rights or obligations.	Retain in office permanently.	
10.	<b>INSURANCE POLICIES</b> Records concerning purchased accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by the county.	a) Destroy in office when superseded or obsolete if no outstanding litigation.* b) Destroy in office other records 6 years after settlement.	
11.	<b>LEASES FILE</b> Records concerning leases for property leased by and from other parties and agency property leased to the public.  See also <b>GRANTS</b> item 28, page 6.	Destroy in office records 3 years after termination of lease.*	
12.	<b>LEGAL OPINIONS</b> Formal legal opinions written by counsel in response to requests concerning the governance and administration of local government.	Retain in office permanently.	
13.	<b>LEGAL REVIEW RECORDS</b> Includes legal reviews of by-laws and charges to boards and commissions and other departmental matters as requested.  See also <b>LEGAL OPINIONS</b> item 12, page 65.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when administrative value ends or after expiration of relevant statute of limitations, whichever is longer.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.

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

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ITEM #	STANDARD-9: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	<b>LITIGATION CASE RECORDS</b> Civil suits to which the county is a party. May include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain 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.  <i>Retention Note: Records are retained by the Clerk of Superior Court's office in each county.</i>	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal counsel.
15.	<b>OATHS OF OFFICE FILE</b>	a) Transfer official copy to the Clerk to the Board. b) Destroy in office remaining records 3 years after official termination.  <i>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.</i>	
16.	<b>ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS</b> Records concerning the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when ordinance is no longer in effect.	
17.	<b>OWNERSHIP RECORDS (DEEDS, TITLES)</b>	Destroy in office 1 year after county relinquishes ownership of land.*	

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

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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.	

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**STANDARD-10. PARKS AND RECREATION RECORDS**

Official records and materials created and accumulated during the conduct of county parks and recreation programs. Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.

ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ACCIDENT/INCIDENT REPORTS (PARKS &amp; RECREATION)</b>  See also <b>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</b> item 60, page 86.	Follow disposition instructions for <b>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</b> item 1, page 112.	
2.	<b>ADMISSION RECORDS</b> Records of admissions to county parks or recreation facilities.	Destroy in office after 3 years.*	
3.	<b>ANNUAL ACTIVITY REPORT</b> Copies of financial and statistical reports sent to governing body.	Destroy in office after incorporation into official minutes of governing body.	
4.	<b>BIRTH CERTIFICATES (REFERENCE COPIES)</b> Copies of each participant's birth certificate to verify age and register individual for participation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
5.	<b>CITATIONS RECORDS</b> Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	

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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<b>INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE</b> Records concerning general and technical material associated with the International Federation.	Destroy in office when superseded or obsolete.	
7.	<b>OFFICIALS FILE</b> 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 <b>PAYROLL AND EARNINGS RECORDS</b> item 45, page 27.	
8.	<b>PARKS AND RECREATION BOARD MEETINGS</b> Agendas, minutes, and related materials pertaining to meetings of the Parks and Recreation Board.	Follow disposition instructions for <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.	
9.	<b>PARKS PLANNING FILE</b> 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 <b>COMPREHENSIVE PLAN</b> item 16, page 3. See also <b>PARK MAPS</b> , 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 _____ 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.	<b>POOL RECORDS</b> 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.	

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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>RECREATION PROGRAMS</b> 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.	<b>RECREATIONAL EQUIPMENT RECORDS</b> Records of equipment owned by county parks and recreation facilities and lent to users.	Destroy in office 1 year after equipment is returned.	
13.	<b>RELEASE FORMS</b>	Destroy in office after 2 years.*	
14.	<b>RESERVATION RECORDS</b> Reservation records for county parks and recreational facilities.	Destroy in office after 1 year.	
15.	<b>RULES AND REGULATIONS</b> 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.	<b>SPECIAL EVENTS PROGRAM FILE</b> 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.	<b>TICKET STUBS</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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**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 _____	
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.	<b>APTITUDE AND SKILLS TESTING RECORDS</b> 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 <b>EMPLOYMENT SELECTION RECORDS</b> item 32, page 80.	Destroy in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<b>BENEFITS REIMBURSEMENT PLAN</b> 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.	<b>CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS</b> 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.	<b>COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)</b> 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.	<b>DEFERRED COMPENSATION FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
10.	<b>DISABILITY SALARY CONTINUATION CLAIMS</b> 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.	

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p><b>DISCIPLINARY FILE</b> 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.</p>	<p>a) Transfer records as applicable to <u>PERSONNEL RECORDS (OFFICIAL COPY)</u> item 45, page 83.</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	<p>29 CFR 1602.14 29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3</p>

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p><b>DRUG AND ALCOHOL PROGRAMS FILE</b>  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.</p>	<p>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 &amp; 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.</p> <p>b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years.</p> <p>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.</p> <p>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.</p> <p><i>Retention Note: Records should be maintained in a location with controlled access.</i></p>	<p>49 CFR 382.401  49 CFR 40.333  49 CFR 655.71</p>

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<b>DUAL EMPLOYMENT FILE</b> 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.	<b>EDUCATIONAL LEAVE AND REIMBURSEMENT FILE</b>  See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> 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.	<b>EMPLOYEE BENEFITS REGISTER</b>	Destroy in office after 2 years.	
16.	<b>EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS</b> Records concerning certification or qualification as required for employment, continued employment, or promotion.  See also <b>EMPLOYMENT APPLICATIONS AND RESUMES</b> 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.	<b>EMPLOYEE DIRECTORIES, ROSTERS, OR INDEXES</b> Includes records listing employees, their job titles, work locations, phone numbers, email addresses, and similar information.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 1324(b)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<p><b>EMPLOYEE MEDICAL RECORDS</b> 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.)</p>	<p>a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*</p> <p>b) Destroy in office records pertaining to job-related illness and injury after 5 years.</p> <p>c) Destroy in office results of medical examinations required in connection with personnel actions and similar records after 1 year.</p> <p><i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a workers compensation claim, follow disposition for <b>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</b> item 60, page 86.</i></p>	<p>29 CFR 1627.3 29 CFR 1630.14 29 CFR 1904.4 29 CFR 1910 29 CFR 1910.1020 (d)(ii)</p>
23.	<p><b>EMPLOYEE PENSION AND BENEFITS PLANS</b> 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.</p>	<p>Destroy in office 1 year after plan is terminated.</p>	<p>29 CFR 1627.3(2)</p>
24.	<p><b>EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS</b> Forms providing personal identifying data, beneficiary information, option selection, and similar information.</p>	<p>a) Transfer pension and deferred compensation enrollment forms to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office life, health, and disability insurance enrollment forms 4 years after termination of coverage.</p>	

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25.	<p><b>EMPLOYEE PERFORMANCE REVIEW FILE</b> Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	<p>a) Destroy in office supervisor approved and signed work plans after 3 years.</p> <p>b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
26.	<p><b>EMPLOYEE POLYGRAPH RECORDS</b> 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.</p>	<p>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.</p>	29 CFR 801.30
27.	<p><b>EMPLOYEE SUGGESTIONS</b> Includes employee surveys and survey responses.</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
28.	<p><b>EMPLOYEE TRAINING AND EDUCATIONAL RECORDS</b> 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.</p>	<p>a) Transfer employee-specific records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83 if such training and testing is required for the position held or could affect career advancement.</p> <p>b) Destroy in office non-employee-specific records 1 year from date record was created.</p> <p>c) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	29 CFR 1627.3(b)(1)(iv)

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	<b>EMPLOYEE WORK SCHEDULES AND ASSIGNMENT RECORDS</b> Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
30.	<b>EMPLOYMENT APPLICATIONS AND RESUMES</b> Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letters of reference, and similar records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> 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
31.	<b>EMPLOYMENT LISTINGS, ADVERTISEMENTS, AND ANNOUNCEMENTS</b>	Destroy in office after 2 years.	29 CFR 1602

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
32.	<p><b>EMPLOYMENT SELECTION RECORDS</b> 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.</p> <p>See also <b>APTITUDE AND SKILLS TESTING RECORDS</b> item 5, page 71.</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	<p>29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49 29 CFR 1627.3</p>
33.	<p><b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE RECORDS</b> Records concerning discrimination complaints and requests for reasonable accommodation received and resolved by the county.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	<p>Destroy in office 2 years after resolution of case.*</p>	<p>29 CFR 1602.31</p>
34.	<p><b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS AND REPORTS</b> 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.</p>	<p>Destroy in office after 3 years.</p>	<p>29 CFR 1602.31</p>

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> 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.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
37.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 11, page 73 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.	Destroy in office after 2 years.*	
38.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
39.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
40.	<b>INTERNSHIP PROGRAM FILE</b> Records concerning interns and students.	Destroy in office after 3 years.	

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
41.	<b>LEAVE FILE</b> 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 return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i)  29 CFR 825.500(b)
42.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
43.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years.*  b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
44.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change, and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS {OFFICIAL COPY}</b> item 45, page 83.  b) Destroy in office all remaining records 2 years from date record was created or received, or the personnel action involved.	

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<p><b>PERSONNEL RECORDS (OFFICIAL COPY)</b> Official copy of personnel file maintained on each agency employee. May include basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.</p> <p>See also <b>EMPLOYEE MEDICAL RECORDS</b> item 22, page 77.</p>	<p>a) Destroy in office 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that county; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that county; date and general description of the reasons for each promotion with that county; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the county; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the county setting forth the specific acts or omissions that are the basis of the dismissal.</p> <p>b) Destroy in office information used to verify benefits 30 years after date of separation.</p> <p>c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.</p>	G.S. § 153A-98 (County Employees)
46.	<p><b>PERSONNEL RECORDS (REFERENCE COPY)</b> Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

\*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
47.	<b>POLICIES AND PROCEDURES (PERSONNEL)</b>	a) Retain in office official copy of internal agency personnel policies permanently.  b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	
48.	<b>POSITION CLASSIFICATION/POSITION HISTORY FILE</b>  See also <b>POSITION DESCRIPTION RECORDS</b> item 50, page 84.	a) Retain in office records with historical value permanently.  b) Destroy in office all other records when superseded or obsolete.	
49.	<b>POSITION CONTROL CARDS</b> Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
50.	<b>POSITION DESCRIPTION RECORDS</b> Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years from date record is superseded.	29 CFR 1620.32
51.	<b>POSITION REQUISITION AND ANALYSIS RECORDS</b> Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
52.	<b>SALARY SURVEY RECORDS</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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

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

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ITEM #	STANDARD-11: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
58.	<b>VOLUNTEER RECORDS</b> Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
59.	<b>WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE</b> Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office all other records when administrative value ends. † Agency Policy: Destroy in office after _____	
60.	<b>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</b> Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. May include Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i> , 333 N. C. 258 S.E.2d 698 (1993).)	a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel policy. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy in office remaining records 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.* b) If official action has been initiated, transfer to <b>LITIGATION CASE RECORDS</b> item 14, page 66.	Comply with applicable provisions of G.S. §8-53 regarding the confidentiality of physician-patient records.

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

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**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.	<b>APPEARANCE COMMISSION MEETINGS</b> Agendas, minutes, and related materials pertaining to meetings of the Appearance Commission.	Follow disposition instructions for <b>MINUTES OF PUBLIC BODIES</b> item 34, page 8.	
2.	<b>APPEARANCE COMMISSION PROJECT FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
3.	<b>ASSESSMENT RECORDS FILE</b> Copies of assessment records and supporting documentation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
4.	<b>BOARD OF ADJUSTMENT CASE FILE</b> 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.	<b>BOARD OF ADJUSTMENT CASE INDEX</b> 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.	<p><b>BOARD OF ADJUSTMENT MEETINGS</b> Agendas, minutes, and related materials pertaining to meetings of the Board of Adjustment.</p> <p>See the <u>Microfilm</u> section on page xi for instructions on microfilming.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are permanent records.</p> <p>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.</p> <p>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 _____</p>	
7.	<p><b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATIVE RECORDS</b> 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.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office all other records 5 years after completion of project.*</p>	<p>24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)</p>

\*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.	<p><b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS</b></p> <p>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.</p>	<p>Destroy in office 5 years after promissory note is released to client or lender.*</p>	<p>24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)</p>
9.	<p><b>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS</b></p> <p>Includes, but is not limited to, official copy of comprehensive land use plan and all background surveys, studies, reports, and draft versions of plans.</p>	<p>a) Retain in office permanently adopted plan and amendments.</p> <p>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.</p>	
10.	<p><b>CONDITIONAL USE PERMIT RECORDS AND INDEX</b></p> <p>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.</p>	<p>a) Destroy in office 3 years after discontinuance of use.</p> <p>b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

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

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<b>STANDARD-12: PLANNING AND ZONING RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
11.	<b>DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.</b>	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 _____	G.S. § 47C-2-103
12.	<b>EASEMENT RELEASE REQUEST FILE</b> 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 _____	
13.	<b>ENVIRONMENTAL IMPACT STUDIES</b> Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
14.	<b>FEASIBILITY STUDIES</b>	Retain in office permanently.	
15.	<b>HOUSING REHABILITATION PROGRAM RECORDS</b>	Follow the disposition instructions for <b>COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS</b> , 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.	<p><b>MAPS, DRAWINGS, PLATS (OFFICIAL)</b> 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.</p> <p>See also <b>GEOSPATIAL RECORDS</b>, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	
17.	<p><b>MAPS, DRAWINGS, PLATS (REFERENCE)</b> Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information.</p>	<p>Destroy in office when superseded or obsolete.</p>	
18.	<p><b>MASTER SUMMARY (LOG OR REGISTER)</b> Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.</p>	<p>Retain in office permanently.</p>	
19.	<p><b>OPEN SPACE CLASSIFICATION CASE FILE</b></p>	<p>Retain in office permanently.</p>	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	<b>ORTHOGRAPHY</b> 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 _____	
21.	<b>PERMITS: TEMPORARY MANUFACTURED HOME</b> 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.	<b>PERMITS: ZONING COMPLIANCE</b> 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.	<b>PETITION &amp; REGULATION RECORDS</b>	Destroy in office after 5 years.*	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	<p><b>PLANNING AND ZONING BOARD MEETINGS</b> Agendas, minutes, and related materials pertaining to meetings of the Planning and Zoning Board.</p> <p>See the <u>Microfilm</u> section on page xi for instructions on microfilming.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are permanent records.</p> <p>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.</p> <p>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 _____</p>	
25.	<p><b>PLANNING AND ZONING STUDIES</b> Studies, plans, and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.</p> <p>See also <u>COMPREHENSIVE PLAN</u> item 16, page 3.</p>	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, retain in office permanently.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.</p>	

\*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
26.	<b>PLANNING REVIEW CASE FILE</b> 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.	<b>PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
28.	<b>REDEVELOPMENT PLANNING RECORDS</b>  See also <b>COMPREHENSIVE PLAN</b> 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 _____  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.	<b>REFERRED PROJECTS</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<b>REZONING RECORDS AND INDEXES</b> 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.	<b>STREET NAMES AND CHANGES OF STREET NAMES FILE</b> Records concerning the names and addresses of streets and roads retained for administrative purposes.	Destroy in office when superseded or obsolete.	
32.	<b>SUBDIVISION RECORDS</b> Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc.  See also <b>MAPS: ALL OTHER</b> 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 _____	
33.	<b>VARIANCES</b>	Retain official copies permanently in the minutes of the Planning Board.	
34.	<b>VIOLATIONS: ZONING</b>  See also <b>CORRESPONDENCE (LEGAL)</b> item 7, page 64.	Destroy in office after 6 years.*	G.S. § 1-50(5)

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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.	

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**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.	<b>ADVERTISEMENTS</b> 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.	<b>AGENCY PUBLICATIONS</b> 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 _____	
3.	<b>AUDIO -VISUAL RECORDINGS (PUBLIC RELATIONS)</b> 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 _____	
4.	<b>NEWS AND PRESS RELEASES</b> 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 _____	

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ITEM #	STANDARD-13: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<b>PUBLIC RELATIONS FILE</b> Records concerning overall public relations of county administrative offices. May include procedures, correspondence (including email), photographic materials, and other related records.	Destroy in office after 5 years.	
6.	<b>SPEECHES</b> Speeches made by agency officials.	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 _____	
7.	<b>WEBSITE (ELECTRONIC) FILE</b> Electronic records concerning the administration and maintenance of the agency's website. (A network administrator or information systems office may maintain electronic files.)  See also <b>WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE</b> item 14, page 62.	a) Retain in office records with historical value permanently. Can be maintained as website snapshots or via Web crawler.  b) Destroy in office remaining records when superseded or obsolete.  <i>Retention Note: Preserve copy of web page after every major change in design and/or content.</i>	

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**STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS.**

Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

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

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ACCREDITATION RECORDS</b> Records concerning compliance with standards outlined by accreditation programs.	Destroy in office 1 year after superseded.*	
2.	<b>AGENCY LOGS (SHEETS)</b> Records concerning individual agency ridership.	Destroy in office after 3 years.*	49 CFR 18.42
3.	<b>AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS</b> Includes driver's daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms.	Destroy in office after 5 years.*	49 CFR 18.42
4.	<b>AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS</b> Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients.	Destroy in office after 5 years.*	49 CFR 18.42
5.	<b>AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS</b>	Destroy in office after 1 year.	49 CFR 18.42

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

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<b>APPLICATIONS FOR ART-IN-TRANSIT</b> Applications and supporting documentation submitted by regional and national artists for exhibit on agency property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
7.	<b>APPLICATIONS FOR AWARDS</b> Applications and supporting documentation used to apply for various public and private awards.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
8.	<b>APPLICATIONS FOR DISCOUNT PASSES</b> Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	
9.	<b>APPLICATIONS FOR TRANSIT SERVICE</b> Includes customer applications, eligibility assessment records, correspondence, including email, health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
10.	<b>CALL IN LOGS (SHEETS)</b> Record concerning on-demand service requests.	Destroy in office after 5 years.*	49 CFR 18.42
11.	<b>CUSTOMER (RIDER) ALERTS</b> Records alerting customers of changes in regular service (e.g. detours, festivals, parades, etc.).	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
12.	<b>CUSTOMER (RIDER) IDENTIFICATION RECORDS</b> Records concerning customer identification, approvals, denials, and related information.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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

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

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

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

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<b>RADIO DISPATCH RECORDINGS AND LOGS</b> Recordings and logs of dispatch messages to and from transit operators.	Destroy in office after 90 days.*	
20.	<b>RIDERSHIP REPORTS</b> Includes shuttle logs concerning regularly scheduled individual ridership.	Destroy in office after 5 years.	49 CFR 18.42
21.	<b>ROUTE HISTORY RECORDS</b> Includes descriptions of routes, bus stops, passenger lists, and other related records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
22.	<b>ROUTE MAINTENANCE RECORDS</b> Logs, sheets, and related records used to record needed road improvements.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
23.	<b>SAFETY CERTIFICATIONS</b> Records verifying that system elements such as vehicles, trolley and train cars, tracks, station components, and operating procedures comply with safety requirements.	Retain in office for life of structure or vehicle.	
24.	<b>SEAT BELT AND RESTRAINT SYSTEM RECORDS</b> Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
25.	<b>SERVICE PERFORMANCE RECORDS</b> Records concerning quality control performance checks conducted on agency staff, contractors, and vendors.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	

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

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>SERVICE PLANNING AND DEVELOPMENT RECORDS</b> Includes records concerning changes in routes and transportation services offered by the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	
27.	<b>SHELTER RECORDS</b> Includes adopt a shelter program records, listings of shelter sites, site permission for right of way, easements, and related documentation.	a) Retain in office shelter blueprints for life of structure. b) Destroy in office remaining records when administrative value ends, or when site is no longer used. † Agency Policy: Destroy in office after _____	
28.	<b>TERMINAL DISPATCH RECORDS</b> Reports, logs, and similar records used to track daily terminal operations and activities.	Destroy in office after 1 year.	
29.	<b>TICKET CONSIGNMENT RECORDS</b> Logs, notebooks, and related records used to track tickets and passes provided to customers.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
30.	<b>TRIP REQUESTS</b> Passenger trip requests.	Destroy in office after 5 years.	49 CFR 18.42
31.	<b>TRANSIT SCHEDULES</b> Printed route schedules and related information used to generate schedules.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
32.	<b>TRANSPORTATION SYSTEM OPERATIONS REPORTS</b> Reports and supporting records summarizing transit system operations.	Destroy in office after 5 years.	49 CFR 18.42

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

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS	Destroy in office after 1 year.	
34.	TRANSPORTATION SYSTEM STATISTICAL RECORDS Reports and supporting records showing passenger trips, mileage, service hours, on-time performance, missed and/or late trips, road call, ridership, and similar statistical information.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 5 years after records were created or project ends, whichever is later.	49 CFR 18.42
35.	VANPOOL DRIVER APPLICATIONS Applications and supporting records submitted by persons operating vanpool vehicles.	a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year.	
36.	VANPOOL MONTHLY USAGE REPORTS Includes logs, sheets, reports and similar records documenting starting and ending mileage, total miles driven, route locations, passenger rosters, and similar information.	Destroy in office after 5 years.	49 CFR 18.42
37.	VEHICLE BREAKDOWN RECORDS Reports and similar records documenting response time, location, vehicle identification, and similar information.  See also <u>WORK ORDERS</u> item 62, page 14.	Destroy in office after 1 year.	
38.	VEHICLE OPERATOR INSTRUCTIONS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<b>VEHICLE USAGE LOGS (SHEETS)</b> Includes date vehicle was used, pick-up and delivery locations, starting and ending mileage, total miles driven, and signature of driver.	Destroy in office after 1 year.*	

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

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**STANDARD-15. PUBLIC UTILITIES AND WASTE MANAGEMENT RECORDS**

Official records and materials created and accumulated for use by county sanitation, water, sewage, electrical, and gas operations.

ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ABANDONED UTILITY LINE RECORDS</b> Records documenting the location of abandoned utility lines.	Retain in office until abandoned line is removed.	
2.	<b>ANNUAL REPORTS (UTILITIES)</b> Reports sent to the Federal regulatory agency including annual reports, power system statements, and gas reports.	Destroy in office after 5 years.	
3.	<b>CABLE TELEVISION FRANCHISE RECORDS</b> Includes contracts, agreements, and notice of franchise.	a) Retain in office contracts, agreements, and notice of franchise for life of the franchise.  b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. §66-350(4)

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

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<b>CUSTOMER FINANCIAL RECORDS</b> Billing and receipt records concerning customer accounts. Includes billing adjustment records.	a) Destroy in office utility bills and receipts after 3 years.* b) Destroy in office copies of notices of unpaid bills after payment or deemed uncollectable. c) Destroy in office customer deposit records and direct draft authorizations 3 years after account is closed. d) Destroy in office customer account histories when administrative value ends. † Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.
5.	<b>CUSTOMER USAGE RECORDS</b> Includes reports, plans, or similar records submitted by industrial users, or publicly-owned treatment works concerning intended or actual use of the system.	Destroy in office after 3 years.*	40 CFR 403.12(o)(3)
6.	<b>CUSTOMER WORK ORDERS</b> Includes service orders such as to connect and disconnect service or other maintenance functions.	Destroy in office 1 year after completion of work.	
7.	<b>LANDLORD AGREEMENTS</b> Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office after 3 years.*	

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

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p><b>MAPS (UTILITY INSTALLATIONS &amp; DISTRIBUTIONS)</b> Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, lines, etc., throughout the system.</p> <p>See also <u>GEOSPATIAL RECORDS</u>, page x.</p>	<p>Paper: Retain in office for life of system.</p> <p>GIS dataset: Records for life of system. Create a snapshot of dataset annually. To maintain,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the <u>North Carolina Geographic Information Coordinating Council</u>.</p> <p><i>Or:</i> 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 <u>North Carolina Geographic Information Coordinating Council</u>.</p>	
9.	<p><b>METER RECORDS (ELECTRIC, WATER, GAS)</b> Includes meter reading records showing consumer consumption, and records concerning installation, testing, and calibration of devices.</p>	<p>a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational if like replacement occurred.</p> <p>b) Destroy in office records verifying installation of meter 5 years after equipment is no longer owned and/or operational if unlike replacement occurred.</p> <p>c) Destroy in office remaining records after 3 years.*</p>	
10.	<p><b>NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION</b></p>	Destroy in office after 2 years.	
11.	<p><b>OUTSIDE WASTE CLEARANCE RECORDS</b> Records allowing parties outside the county's jurisdiction to dispose of waste at landfill.</p>	Destroy in office 3 years after expiration of agreement.	

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

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<b>PRETREATMENT PROGRAM RECORDS</b> Includes annual pretreatment reports, records of monitoring activities and results, water quality records, and other related documentation.	a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.*  b) Destroy in office remaining records after 3 years.*	15A NCAC 02H .0908(f)(1)  40 CFR 503.17
13.	<b>PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS</b> Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications permanently.  b) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred.  c) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred.  d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities.  15A NCAC 18C .0300 and 2H .0115
14.	<b>REPORTS: RECYCLING TONNAGE</b> Records documenting tonnage of materials collected at curb and dropped off at recycling centers.	Destroy in office after 3 years.	
15.	<b>SANITARY SURVEY RECORDS</b> Includes reports, summaries, studies, correspondence, including email, and other related records documenting the sanitary condition of system.	Destroy in office 10 years after completion of survey.*	40 CFR 141.33(c)  15A NCAC 18C .1526
16.	<b>SCALE HOUSE VIDEO MONITORING RECORDINGS</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>SERVICE AGREEMENTS</b> Includes liquefied natural gas, electric, sewage, water and wastewater, and drainage maintenance agreements.	Destroy in office 3 years after termination or expiration.*	
18.	<b>SERVICE INTERRUPTION RECORDS</b> Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years.*	
19.	<b>SEWER JETTING AND VECTORING RECORDS</b> Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
20.	<b>SLUDGE TREATMENT RECORDS</b> Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans, and other related documentation.	Destroy in office after 5 years.*	40 CFR 503.17
21.	<b>SOLID WASTE CONVENIENCE CENTER FILE</b> Annual reports to the Department of Environment & Natural Resources – Division of Pollution Prevention & Environmental Assistance.	Destroy in office after the 5 year reporting period is complete.	
22.	<b>SOLID WASTE SERVICE FILE</b> Includes requests for service, billing records, and payment records.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.

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

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	<b>TAP AND HOOK UP RECORDS</b> Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.*  b) Destroy in office denied applications and remaining records when administrative value ends. † Agency Policy: Destroy in office after _____	

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

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**STANDARD-16. RISK MANAGEMENT RECORDS**

Official records created and accumulated for use by county risk management officers.

<b>STANDARD-16: RISK MANAGEMENT RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
1.	<b>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</b>  See also <b><u>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</u></b> item 60, page 86.	a) Transfer records resulting in workers' compensation to <b><u>WORKERS' COMPENSATION PROGRAM CLAIMS FILE</u></b> item 60, page 86.  b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*  c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.*  d) Destroy in office reports that do not result in claims or official action after 3 years.  e) Destroy in office reports of minors after minor has reached age of 21.	
2.	<b>ASBESTOS MANAGEMENT PLAN</b>	a) Destroy in office 1 year after building is demolished.  b) If building is sold transfer records to new owner.	29 CFR 1910.1001(j)(3)(ii)
3.	<b>ASBESTOS TRAINING RECORDS</b>	a) Destroy in office employee-specific records 1 year after separation.  b) Destroy other records in office when superseded or obsolete.	29 CFR 1910.1001(m)(4)

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

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ITEM #	STANDARD-16-RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<b>BLOODBORNE PATHOGEN TRAINING RECORDS</b> Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.	Destroy in office after 3 years.	29 CFR 1910.1030(h)(2)(ii)
5.	<b>EMPLOYEE SECURITY RECORDS</b> Records concerning the issuance of keys, identification cards, passes, parking permits, etc., to employees.	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
6.	<b>FUEL OIL STORAGE TANK RECORDS</b>	Destroy in office closure records 3 years after completion of permanent closure.	40 CFR 280.34 40 CFR 280.74
7.	<b>HAZARDOUS MATERIALS TRAINING RECORDS</b> Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	29 CFR 1910.120(p)(8)(iii); 29 CFR 1910.120 Appendix E
8.	<b>HEALTH AND SAFETY RECORDS</b> Records concerning agency safety measures. May include reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
9.	<b>INSURANCE AND LIABILITY WAIVERS</b>	Destroy in office 6 years from date of termination or settlement of all claims.*	
10.	<b>INSURANCE AUDITS, SURVEYS AND REPORTS</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	

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

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ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>LOSS CONTROL INSPECTION REPORTS</b> Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
12.	<b>LOST AND STOLEN PROPERTY REPORTS</b> Includes reports of vandalism.	Destroy in office after 3 years.*	29 CFR 1910.1200 29 CFR 1910.22E
13.	<b>MATERIAL SAFETY DATA SHEETS</b> Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions.  <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30 year period.</i>	29 CFR 1910.1200
14.	<b>NOTIFICATION OF PENALTY ASSESSMENT FILE</b>	Destroy in office after 6 years.	
15.	<b>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) FILE</b> Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.	Destroy in office after 5 years.	
16.	<b>RESPIRATOR PROGRAM RECORDS</b> Includes respirator fit test records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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

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ITEM #	STANDARD-16: RISK MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	SELF-INSURER CERTIFICATION FILE	Destroy in office 6 years from date of termination or settlement of all claims.	
18.	U.S. BUREAU OF LABOR STATISTICS AND SUMMARY FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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North Carolina Department of Cultural Resources  
Division of Archives and Records  
Government Records Section

REQUEST FOR CHANGE IN RECORDS SCHEDULE

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

FROM Name \_\_\_\_\_  
County \_\_\_\_\_  
Agency or department \_\_\_\_\_  
Phone \_\_\_\_\_

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

CHANGE REQUESTED

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

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS \_\_\_\_\_ VOLUME OF RECORDS IN LINEAR INCHES \_\_\_\_\_

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: \_\_\_\_\_  
Signature Title Date

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Section
REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

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

FROM Name
County
Agency or department
Phone number

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

Table with 6 columns: RECORDS TITLE, DESCRIPTION, INCLUSIVE DATES, QUANTITY, MICROFILMED? (YES OR NO), RETENTION PERIOD. The table contains 12 empty rows for data entry.

Requested by: Signature Title Date

Approved by: Signature Head of Governing Board Date

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

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