

RESOLUTION #19-07:

**A RESOLUTION ADOPTING THE 2019 LOCAL GOVERNMENT AGENCIES
GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE FOR THE
VILLAGE OF PINEHURST**

WHEREAS, the Village Council of the Village of Pinehurst adopted the Municipal Records Retention and Disposition Schedule issued by the NC Department of Cultural Resources, Division of Archives and Records, dated September 10, 2012; and

WHEREAS, since that time the State Archives of North Carolina has issued a universal schedule for general records, the 2019 Local Government Agencies General Records Retention and Disposition Schedule; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed schedule, have determined that it is in the best interest of the Village of Pinehurst to adopt this schedule as recommended by the State Archives of North Carolina.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 12th day of March, 2019, as follows:

SECTION 1. That the 2019 Local Government Agencies General Records and Disposition Schedule is hereby adopted effective immediately, and the Mayor is authorized to execute the attached document to be returned to the State.

SECTION 2. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 12th day of March, 2019.

(Municipal Seal)



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Attest:

Beth Dunn
Beth Dunn, Village Clerk

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney

2019 Local Government Agencies General 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 provisions 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.**

All local government agencies and the Department of Natural and 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 that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and 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 supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Beth Dunn
Municipal/County Clerk or Manager
Title: Village Clerk

Sarah E. Koonts
Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Nancy Roy Fiorillo
Head of Governing Body
Title: Mayor

Susi H. Hamilton
Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: Village of Pinehurst

