THE CITY OF ASHEVILLE

Staff Report

Council Meeting Date: December 14, 2021

Subject: Adoption of New 2021 Records Retention & Disposition Schedules

Staff Resource(s): Maggie Burleson, City Clerk

Action Requested: Adoption of a resolution approving the 2021 Records Retention & Disposition Schedules for General Records Schedule for Local Government Agencies and Program Records Schedule for Local Government Agencies

Background:

- N.C. Gen. Stat. sec. 121-5 mandates that records defined under Chapter 132 may be disposed of only in accordance with an official retention schedule.
- In an effort to promote good municipal records management, the N.C. Dept. of Natural & Cultural Resources (NCDNCR) has updated their 2012 schedule.
- In addition to the 2021 General Records Schedule for Local Government Agencies Schedule, the NCDNCR has also created a new retention schedule called the 2021 Program Records Schedule for Local Government Agencies which contains specific functions of government at the county and municipal levels, in particular a standard for Law Enforcement records.
- These schedules provide a list of records that may be destroyed after the specific retention periods without further approval from the City or the NCDNCR, provided, the governing body has authorized the records listed for destruction to be destroyed through its blanket approval of the Retention & Disposition Schedule.
- The NCDNCR adopted the new schedule on October 1, 2021.

Council Goal(s):

- None

Committee(s):

- None

Pro(s):

- Promotes municipal records management

Con(s):

- None

Fiscal Impact:

- None

Suggested Motion:

- Motion to adopt a resolution approving the 2021 Records Retention & Disposition Schedules for General Records Schedule for Local Government Agencies and Program Records Schedule for Local Government Agencies issued on October 1, 2021, by the NCDNCR.

Attachment(s)

- Resolution
- General Records Schedule
- Program Records Schedule

RESOLUTION NO. 21-_____

RESOLUTION APPROVING THE 2021 RECORDS RETENTION AND DISPOSITION SCHEDULE FOR GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES AND PROGRAM RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES BOTH ISSUED OCTOBER 1, 2021, BY THE N.C. DEPT. OF NATURAL & CULTURAL RESOURCES

WHEREAS, N.C. Gen. Stat. sec. 121-5 mandates that records defined under Chapter 132 may be disposed of only in accordance with an official retention schedule; and

WHEREAS, in an effort to promote good municipal records management, the N.C. Dept. of Natural & Cultural Resources (NCDNCR) has updated their 2012 schedule; and

WHEREAS, in addition to the 2021 General Records Schedule for Local Government Agencies Schedule, the NCDNCR has also created a new retention schedule called the 2021 Program Records Schedule for Local Government Agencies which contains specific functions of government at the county and municipal levels, in particular a standard for Law Enforcement records; and

WHEREAS, it is in the best interest of the City of Asheville to promote municipal records management as provided by the NCDNCR;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

1. The 2021 General Records Schedule for Local Government Agencies issued October 1, 2021, by the N.C. Dept. of Natural & Cultural Resources be adopted and approved in total. This new version supercedes the schedule adopted in 2012.

2. The 2021 Program Records Schedule for Local Government Agencies issued by the N.C. Dept. of Natural & Cultural Resources be adopted and approved in total.

3. The Mayor of the City of Asheville be authorized to execute the Agreements by and between the N.C. Dept. of Natural & Cultural Resources and the City of Asheville, which agreements are attached hereto and made a part hereof.

4. Any and all previous resolutions adopted that are inconsistent or in conflict with this resolution are hereby repealed.

Read, approved and adopted this 14th day of December, 2021.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney