



# City of Greensboro

Melvin Municipal Building  
300 W. Washington Street  
Greensboro, NC 27401

## Legislation Text

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**File #:** ID 19-0178, **Version:** 1

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Resolution 1) Adopting the 2019 General Records Schedule for Local Government Agencies; 2) Reaffirming that Portions of the Previously Adopted 2012 Schedule Are Still in Effect; and 3) Adopting the City of Greensboro's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends

Department: Executive  
Council District: All

Public Hearing: No  
Advertising Date/By: N/A

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Contact 2 and Phone: Jennifer Schneier, Assistant City Attorney, 373-2320

### **PURPOSE:**

To adopt the pertinent records retentions schedules in order for the City to legally and properly dispose of records in accordance with Chapters 121 and 132 of the General Statutes of North Carolina.

### **BACKGROUND:**

According to G.S. §121-5 and G.S. §132-3, a municipality may only dispose of public records with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without adopting this schedule, City Staff would be obligated to obtain the State Archives of North Carolina's permission to destroy any such record, no matter how insignificant.

### **BUDGET IMPACT:**

No impact.

### **RECOMMENDATION / ACTION REQUESTED:**

It is recommended that City Council approve this Resolution to adopt 1) The General Records Schedule for Local Government Agencies (link provided below); 2) Reaffirm that Portions of the Previously Adopted 2012 Schedule Are Still in Effect (link provided below); and 3) Adopt the City of Greensboro's Records Retention and Disposition Schedule for Municipalities Concerning When Administrative/Reference Value Ends (provided in agenda attachments).

[General Schedule for Local Government Agencies <https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>](https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies)  
<<https://www.greensboro-nc.gov/home/showdocument?id=1049>>

