AGENDA – MEETING
GREENE COUNTY BOARD OF COUNTY COMMISSIONERS
7:00 PM — GREENE COUNTY OPERATIONS CENTER
TUESDAY, JANUARY 18, 2022

A. CALL TO ORDER

Invocation/Pledge to the Flag

B. APPROVAL OF AGENDA

C. CONSENT AGENDA

1. January 3, 2022 Regular Meeting Minutes
2. Releases/Refunds
3. Consideration of Late Application Present Use Value
4. Monthly Collection Report
5. Budget Amendment; Health
6. Budget Amendment; Sheriff (2)
7. Budget Amendment; EMS (2)
8. Budget Amendment; Extension
9. Budget Amendment; Senior Center

D. PUBLIC COMMENTS

E. PRESENTATIONS

1. Melanie Morgan; Regional Library Agreement
2. April Adams; Cherry Bekaert

F. COUNTY MANAGERS REPORT

1. Appointments to Planning Board
2. Appointment to Board of Adjustment
3. Acceptance of Tobacco Trust Fund Grant
4. Acceptance of Records Retention Schedule
5. Proposed EMS Fee Schedule Amendment
6. Year in Review

G. COUNTY ATTORNEY COMMENTS

H. COMMISSIONER'S REPORT AND RECOMMENDATION

I. CLOSED SESSION - Personnel

J. ADJOURN

C

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: January 18, 2022

The Consent Agenda for the January 18, 2022 Regular meeting consists of the following items:

1.) January 3, 2022, Regular Meeting Minutes
2.) Releases/Refunds
3.) Consideration of Late Present Use Applications
4.) Monthly Collection Report
5.) BA; Health
6.) BA; Sheriff (2)
7.) BA; EMS (2)
8.) BA; Extension
9.) BA; Sr. Center

Action Recommended:

Motion to accept the Consent Agenda

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

"Greene County is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, January 3, 2022 at 10:00 a.m. in the Greene County Operations Center. Present for the meeting: Chairman Bennie Heath, Vice Chairman James T. Shackleford Jr, Commissioners Susan Blizzard and Derek Burress, County Manager Kyle DeHaven, County Attorney Gay Stanley and Deputy Clerk Kathy Mooring. Commissioner Jerry Jones was absent.

A. Call to Order

Chairman Bennie Heath called the meeting to order, and asked Commissioner Shackleford to give the invocation and lead the Pledge to the Flag.

B. Approval of Agenda

Chairman Heath asked for any changes to the agenda, there were none. Commissioner Burress asked that Ms. Mooring make a correction to the minutes for the last meeting in that she change the wording in the Commissioners Report in the last sentence from I work with Trey Cash to read Ms. Mooring work with Trey Cash…. Chairman Heath noted this is in the Consent Agenda and it will be noted there.

On motion by Commissioner Blizzard and seconded by Commissioner Shackleford, the Board voted unanimously to approve the agenda.

C. Consent Agenda

Chairman Heath asked if there were any changes to the Consent Agenda. There were none and he called for a motion. Chairman Heath asked Ms. Mooring if she got the change noted by Commissioner Burress and she stated she did. Commissioner Blizzard also asked that under the County Manager report #3 that she asked that floor care be worked in the contract and also that dispatch area also be added to the contract. Chairman Heath asked Ms. Mooring if she got all that and she stated she had.

On motion by Commissioner Blizzard and second by Commissioner Shackleford the Board voted unanimously to approve the Consent Agenda.

-December 20, 2021 Regular Meeting Minutes

-Releases/Refunds

-Consideration of Late Application for Elderly/Disabled Exclusion, Disabled Veteran, and Present Use Value

Refunds: NCVTS Tax & Tag

Christine Michelle Nash	$106.41	Sandra Jones Harrell	$12.56	Elizabeth Mary Moody	$27.34

Releases: Ad Valorem Tax

James Scott	$45.00	Rhonda Carter	$45.00	Christi Gray	$45.00
Christi Gray	$45.00	Shirley Gray	$45.00	Robert Allen Edmundson	$90.00
Robert Allen Edmundson	$45.00	Fred Brann	$45.00	Johnnie Smith	$45.00
Jimmie Meadows	$45.00	Servando Perez	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00	Edward Lee Thornton	$45.00
Juan Antonio Acevedo	$49.80				

Refunds: Ad Valorem Tax

Roy Wood Jr.	$45.00	Roy Wood Jr.	$90.00	Roy Wood Jr.	$45.00
Roy Wood Jr.	$45.00	Roy Wood Jr.	$45.00	Roy Wood Jr.	$45.00
Roy Wood Jr.	$45.00	Roy Wood Jr.	$45.00	Roy Wood Jr.	$45.00
Robert Allen Edmundson	$45.00	Danny Lee Miller	$2,168.00	Michael W. Hardy	$90.00

Michael W. Hardy	$45.00	Clay Ridge Farms, Inc.	$45.00	Heirs Eva W. Sutton	$45.00
Heirs Eva W. Sutton	$45.00	Michael W. Hardy	$45.00	Juan Antonio Acevedo	$62.04
Juan Antonio Acevedo	$58.67	Juan Antonio Acevedo	$55.07	Juan Antonio Acevedo	$51.46

D. Public Comments

1. Sharon Harrison, Greene County Senior Center. Ms. Harrison came today to speak about and remind everyone the deadline to submit nominees for the Governor's Volunteer Service Award. She is the County representative for this program and advised that we have not had any nominee applications submitted as of yet and she just wanted to remind everyone to get those nominations in.

E. Presentation – Mike Barnett – Update on HMGP

Mr. Barnett gave an update on the HMGP program. (See attached) He went over all the homes and where each stand at this time. Commissioner Burress stated he was disappointed to learn that Department of Emergency Management (DEM) withdrew funding for the elevation of one of the homes that had previously been approved. Mr. Barnett explained that this home never got final approval and that McDavid had submitted for increased funding and he is disappointed to learn of the withdrawn funding as well and it is due to not in a flood zone. When he receives formal notice of funding withdrawal he will forward to the homeowner. Commissioner Blizzard asked if there are any reimbursements not covered by federal funds. There is a review appraisal that is not covered by federal funds. Commissioner Blizzard is looking to see if totals are the same. She asked if all change orders are brought to the Commissioners for approval. It was explained that some projects have to be brought to the commissioners and some only need County Manager approval. Commissioner Burress asked about overages to the property owner, who is responsible for that. Mr. Barnett stated that the County Manager and McDavid will get together and that will be decided.

F. County Manager Report

1. Mr. DeHaven presented the Community Services Block Grant application submitted by Greene Lamp. He noted this is for 2022/23 and is a yearly process.

On motion by Commissioner Blizzard and seconded by Commissioner Shackleford the Board voted unanimously to approve the Grant application.

2. Mr. DeHaven next presented a Budget Amendment for DSS that was unbudgeted in the initial budget that had program funds remaining. This Budget Amendment is to re-appropriate these funds to that program to be used for the purpose of that program.

On motion by Commissioner Blizzard and seconded by Commissioner Shackleford the Board voted unanimously to approve the budget amendment.

G. County Attorney Report

No comment.

H. Commissioner's Report and Recommendations

Chairman Heath gave a COVID update. Commissioner Burress asked for chair mats for their chairs. Commissioner Burress congratulated two Greene Central soccer players for making all-state. Nathan Drake was named to the HSOT Boys' soccer all-state 1st team and Ariel Nunez was named 2nd team. He also congratulated the Town of Hookerton on their recent renovations at the Recreation Park. They have a new playground and walking trail. The tennis and basketball courts have also been repaired and the picnic shelter received a fresh coat of paint. He noted that two Greene County landmarks are featured in magazines this month. In the North Carolina Field and Stream magazine published by Farm Bureau is an article called "Still Life" featuring Yamco and Covington Vodka. Also, in this month's "Our State" magazine is a two-page photo of Red Lyon's store on Highway 903 between Ormondsville and Scuffleton. He asked the County Manager about the status of the countywide pay study. The County Manager stated is scheduled for February and will check with Ms. Veazey to verify this information. He also noted that based on an email from the Finance Officer that the new phone system for the Health and Social Services Departments qualifies for ARP funding. He also said it was included in this year's budget that passed in June. He asked how we will pay for this phone system; will it be general funds or ARP funds. Mr. DeHaven stated that he disagrees with Ms. Stroud about the use of the ARP funds but will check into it further, Chairman Heath stated that if ARP funds can be used for this, they will use them and if not then it is budgeted and they will use that. Commissioner Shackleford stated that he hopes that the board works together in this new year to better the county and move the county forward. Chairman Heath stated that improving the county is the board's number one goal and he hopes that they can work together to achieve that goal.

I. ADJOURN

On motion by Commissioner Blizzard and second by Commissioner Shackleford to adjourn the meeting, the Board voted unanimously to adjourn.

_____

Bennie Heath, Chairman

Attest:

_____

Kyle J. DeHaven, Clerk to the Board

Greene Co HMGP 4825
Board Status January 3, 2022

Acquisition

Property 1 – 2557 Edwards Bridge Road
Not participate in program

Property 2 – 3633 Four Way Road
Acquisition and demolition complete

Property 3 – 3832 Four Way Road
Acquisition offer made to property owner and rejected
Property owner to secure additional appraisal, accept or withdraw
Waiting on response from property owner

Property 4 – 757 Loop Road
Not participate in program

Property 5 – 8394 US 258 West
Acquisition and demolition complete

Property 6 – 2960 Four Way Road
Acquisition and demolition complete

Property 7 – 9453 Hwy 903 N
Acquisition and demolition complete

Elevation

Property 1 – 153 Beaman Old Creek Road
DEM has withdrawn funding for this unit

Property 2 – 750 Loop Road
Property owner had requested changing to Acquisition but sold the property prior to DEM approving the change. DEM has recommended elevation approval in a subsequent event allocation to elevate the unit

Property 3 – 5176 Speights Bridge Road
Waiting for DEM response to additional funds request

Property 4 – 5408 Speights Bridge Road
Waiting for DEM response to additional funds request

Property 5 – 868 Loop Road
Completed by homeowner

Final cost line-item transfers in process for all properties to reallocate funds for actual invoice amounts.

All Request for Reimbursements submitted except several advertising requests. The County received DEM approval of advertising requests last week.

E

Refunds	NCVTS		"TAX & TAG"										
DATE:	1/18/2022												
Taxpayer	Tax-year rate year	Date paid to DMV	Tag	Assessed value	Assessed value to be refunded	Fire District	Sticker Fee	Refund amount G01	Refund amount Fire District	Refund amount Sticker fee	Refund Interest	Total Refund	Reason
Stephen Dow Craft, 1465 Spring Branch Church Rd, Walstonburg, NC 27888	2020	3/23/2021	TBE9230	$25,100.00	$ 22,840.00	F11		$179.53	$16.17			$195.70	Vehicle overassssed. Refund amount overassessed. SCW
Jody Craig Tyson, 2901 Hull Rd, Snow Hill, NC 28580	2020	3/5/2021	D3195	$27,960.00		F04		$183.14	$14.67			$197.81	Vehicle sold 5/24/21; tag surr. 5/25/21. Refund 10 mths. SCW
Norris Walton Hall, Jr., 4001 Ormondsville Rd, Ayden, NC 28513	2021	11/29/2021	71425	$500.00		F03		$3.60	$0.41			$4.01	Vehicle sold 12/16/21; tag surr. 12/21/21. Refund 11 mths. SCW
Jose Isabell Alonso, 928 Warrentown Rd, Snow Hill, NC 28580	2021	9/21/2021	JEM1321	$12,200.00		F05		$71.92	$8.23			$80.15	Vehicle sold 11/29/21; tag surr. 12/29/21. Refund 9 mths. SCW

Releases: Ad Valorem Tax									
DATE:	1/18/2022								
Taxpayer	Year	Account #	Property #	Assessed value	Assessed value to be released	Release amount (fire district) (T03) (G01)(T02)	Release amount (sw)	Total released	Reason
Whitehurst, Jerome	2021	41269	2657317				$ 90.00	$ 90.00	Private hauler (GFI) SCW
Whitehurst, Jerome	2021	41269	2657582				$ 90.00	$ 90.00	Private hauler (GFI) SCW
Whitehurst, Jerome	2021	41269	2658123				$ 45.00	$ 45.00	Private hauler (GFI) SCW
JWR Investments II, LLC	2021	63658	2661795				$ 45.00	$ 45.00	Private hauler (GFI) SCW
JWR Investments II, LLC	2021	63658	2662044				$ 45.00	$ 45.00	Private hauler (GFI) SCW
JWR Investments II, LLC	2021	63658	2662337				$ 45.00	$ 45.00	Private hauler (GFI) SCW
Scott A Brown	2021	866	700019				$ 45.00	$ 45.00	Private Hauler(ap)(whw)
Susan Moye	2021	14207	400455				$ 45.00	$ 45.00	Private Hauler(wi)(whw)
Garner, Thomas Denny	2021	2368	305722				$ 270.00	$ 270.00	Private Hauler(gfl)(tfs)
Wood, Rory Allen	2021	24545	600271				$ 45.00	$ 45.00	Private Hauler(se)(tfs)
Wood, Rory Allen	2021	24545	603741				$ 45.00	$ 45.00	Private Hauler(se)(tfs)
Wood, Rory Allen	2021	7613	2659978				$ 45.00	$ 45.00	Private Hauler(se)(tfs)
Hardison, James	2021	15035	105398				$ 45.00	$ 45.00	Private Hauler(gfi)(whw)
Hardison, James	2021	15035	106890				$ 45.00	$ 45.00	Private Hauler(gfi)(whw)
Hardison, James	2021	15035	2664131				$ 45.00	$ 45.00	Private Hauler(gfi)(whw)
Vandiford, Phyllis	2021	7023	100614				$ 45.00	$ 45.00	Private Hauler(gfi)(whw)
Perez, Servando	2021	14211	407552				$ 45.00	$ 45.00	Private Hauler(wi)(bcf)
Albritton, Melvin E Jr	2021	10018	606000				$ 45.00	$ 45.00	Private Hauler(gfl)(tfs)
Albritton, Melvin E Jr	2021	10018	605652				$ 45.00	$ 45.00	Private Hauler(gfl)(tfs)
Albritton, Melvin E Jr	2021	10018	303513				$ 270.00	$ 270.00	Private Hauler(gfl)(tfs)
Albritton, Melvin E Jr	2021	10018	303512				$ 405.00	$ 405.00	Private Hauler(gfl)(tfs)
Creech, Sherri	2021	25987	2659067				$ 45.00	$ 45.00	Private Hauler(gfl)(tfs)
Smith, Diane	2021	1909	300318				$ 45.00	$ 45.00	Private Hauler(wi)(bcf)

Refunds: Ad Valorem Tax

DATE:	1/18/2022								
Taxpayer	Year	Acct.	Property	Assessed value	Assessed value to be refunded	Refund amount G01 / Fire Districts	Refund amount (sw)	Total refund	Reason
Antonio Blow	2021	13153	0306617				$ 45.00	$ 45.00	private hauler(wi)(whw)
Antonio Blow	2021	44415	0307355				$ 45.00	$ 45.00	private hauler(wi)(whw)
Antonio Blow	2021	13153	0800018				$ 45.00	$ 45.00	private hauler(wi)(whw)
Edmondson, Joseph Jackson, J	2021	25218	0600234				$ 45.00	$ 45.00	Private Hauler(gfl)(tfs)
Garner, Thomas Denny	2021	2368	0305721				$ 90.00	$ 90.00	Private Hauler(gfl)(tfs)
Garner, Thomas Denny	2021	2368	0300776				$ 45.00	$ 45.00	Private Hauler(gfl)(tfs)
Baggett, Gregory Alexander	2021	53857	0800450				$ 45.00	$ 45.00	Private Hauler(csw)(tfs)
Smith, Jeffrey T	2021	21856	0120090				$ 45.00	$ 45.00	Private Hauler(apd)(bcf)

C5

Stephanie C. Wiggins
Tax Administrator

GREENE COUNTY
A Place To Grow. The Way To Live.

229 Kingold Blvd
P.O. Box 482
Snow Hill, NC 28580

Phone 252-747-3615
Fax 252-747-5067

To: Mr. Kyle DeHaven, Greene County Manager
Greene County Board of Commissioners

From: Stephanie C. Wiggins, Greene County Tax Administrator

Date: January 18, 2022

Re: Tax Office Issues

Consideration of Late Applications for Present Use Value

The assessor has no authority to approve a late application for the present use value deferment. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. Due to information on the application being confidential, a copy of the application is not attached.

Attached are letters from a taxpayers requesting your consideration of their late applications. The applicants and parcels meet the eligibility requirements. Consideration of these late applications would be appreciated and is recommended since the Board has previously considered other late applications.

Present Use Application (agriculture):

Louis Warrick – Parcel 0223469
Tony Holloman – Parcel 0923515
Half Moon Breeder Farm – Parcel 0600475
F.H. Shackelford, Jr. – Parcels 0304304 and 0305942
Ralph Wayne Noble – Parcel 0600550
Mason Caulder – Parcels 0400109 and 0424454
Donald B. Rains, Trustee – Parcel 0424691

RECEIVED

DEC 28 2021

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Louis Herman Warrick

DATE: December 28, 2021

RE: Request for acceptance of late present use value application on tax parcel 0223469

Please accept this request for acceptance of my late application for present use value. My reason for filing untimely is

Paper Sent To old owner in another State.

Louis Herman Warrick Date

RECEIVED

DEC 30 2021

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Tony Randall Holloman

DATE: 12/28, 2021

RE: Request for acceptance of late present use value application on tax parcel 0923515

Please accept this request for acceptance of my late application for present use value. My reason for filing untimely is

Forgot to file

Tony Randall Holloman

12/28/2021

Date

Stephanie Wiggins
Tax Administrator

GREENE COUNTY
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229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580
(252) 747-3615

RECEIVED
DEC 30 2021
GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Half Moon Breeder Farm

DATE: 12/30, 2021

RE: Request for acceptance of late present use value application on Parcel 0600475

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is forgot about it

David Mc
Half Moon Breeder Farm

12-30-21
Date

RECEIVED
Completed Application
DEC 30 2021

GREENE COUNTY
TAX DEPARTMENT

RECEIVED
DEC - 2 2021
GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: F.H. Shackelford, Jr. and Lou Anne Shackelford

DATE: 12-2, 2021

RE: Request for acceptance of late present use value application on tax parcels 0304304 and 0305942

Please accept this request for acceptance of my late application for present use value. My reason for filing untimely is incorrect address.

F. H. Shackelford, Jr. 12/2/21
Date

Lou Anne Shackelford 12/2/21
Lou Anne Shackelford Date

Stephanie Wiggins
Tax Administrator

GREENE COUNTY
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229 Kingold Blvd.
P.O. Box 482
Snow Hill, NC 28580
(252) 747-3615

RECEIVED
NOV 15 2021
GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Ralph Wayne Noble & Norma H Noble

DATE: Nov. 8th, 2021

RE: Request for acceptance of late present use value application on Parcel 0600550

Please accept my request for acceptance of my late application for present use value on the above referenced parcel. My reason for filing untimely is
Waiting on surveys to be completed.

Ralph Wayne Noble
Ralph Wayne Noble

Nov. 8th 2021
Date

Norma H. Noble
Norma H Noble

11-09-21
Date

RECEIVED
Completed Application
DEC 30 2021
GREENE COUNTY
TAX DEPARTMENT

RECEIVED

DEC 30 2021

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Mason Douglas Caulder

DATE: December 30, 2021

RE: Request for acceptance of late present use value application on tax parcels 0400109 and 0424454 and release of deferred taxes

Please accept this request for acceptance of my late application for present use value. My reason for filing untimely is

I turned the form into Bobby Ham and I thought he would have turned it into yalls office.

Mason Douglas Caulder 12-30-21

Mason Douglas Caulder Date

RECEIVED

DEC 29 2021

GREENE COUNTY
TAX DEPARTMENT

TO: Greene County Board of Commissioners

FROM: Donald B. Rains, Trustee
The Thell C. Rains GST Family Trust

DATE: December 29, 2021

RE: Request for acceptance of late present use value application on tax parcel 0424691

Please accept this request for acceptance of my late application for present use value. My reason for filing untimely is Document was filed in tax folder and was not reviewed

Donald B. Rains
Donald B. Rains, Trustee

12/29/21
Date

C4

Date: January 18, 2022

To: Greene County Board of Commissioners

From: Stephanie Wiggins - Tax Administrator

Subject: GS 105-350 (7) **Monthly** **All levy**

Report of amount collected on each year's taxes and amount remaining uncollected - Collections posted as December 31 , 2021

Year		Current Month Adj. Payments+interest		FY 2021-2022 Collections YTD Adj. Payments+interest	Amount Remaining Uncollected	% Collected
2011		$ 255.76		$ 3,120.16	$ 10,689.60	99.88%
2012		$ 50.92		$ 353.08	$ 12,107.21	99.87%
2013		$ 4.08		$ 282.96	$ 19,987.49	99.78%
2014		$ -		$ 80.43	$ 6,812.43	99.92%
2015		$ 40.27		$ 406.86	$ 7,721.14	99.91%
2016		$ 500.00		$ 1,255.43	$ 13,451.34	99.85%
2017		$ 383.41		$ 2,242.41	$ 14,766.17	99.84%
2018		$ 1,056.12		$ 4,874.38	$ 20,722.08	99.77%
2019		$ 1,346.69		$ 11,383.89	$ 33,295.55	99.64%
2020		$ 3,544.60		$ 57,548.75	$ 47,162.12	99.50%
2021		$ 3,270,824.23		$ 7,701,166.97	$ 2,806,063.43	73.29%
Total		$ 3,278,006.08		$ 7,782,715.32	$ 2,992,778.56	

MTD Levy added for 2021				
$ 551.77				
Beginning Receivable		ytd add'l levy	payments (principal only)	ytd interest(+)
$ -		$ 10,541,358.75	$ 7,734,302.98	$ 1,130.76
YTD:	releases	adjustments	refunds	write offs
	$ 38,474.45	$ 3,215.34	$ (36,564.37)	$ 2,297.60

C5

Date: January 18, 2022
Dept. Name: Health Department

Dept. # 11

BUDGET REVISIONS

Revenues			Expenditures		
Account #			**Account #**		
11-172-4380-07	**COVID Vaccination Funds**	**+ 263,847.00**	**11-537-5171-00**	**COVID VAC Operating**	**+ 263,847.00**
TOTAL		**+ 263,847.00**	**TOTAL**		**+ 263,847.00**

COVID-19 Vaccination Fund $263,847: The Greene County Department of Public Health was granted additional state funding to continue activities that focus on removing the barriers to accessing vaccine, increasing vaccine confidence, coordinating COVID-19 vaccine services, and expanding its COVID-19 vaccination program, with an emphasis on reaching high risk and underserved populations, including racial and ethnic minorities, and all other dispropotionately affected by COVID-19.

Requested by: Jay Brock

Approved by: _____

C6

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

1/12/22

SHERIFF

LINE ITEM TRANSFER

FROM			TO		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
Total		$ -	**Total**		$ -

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
COVID-19 EMERGENCY GRANT REV	11160-443157	$ 14,318.00	COVID-19 EMERGENCY GRANT EXP	11431-540210	$ 14,318.00
Total		**$ 14,318.00**	**Total**		**$ 14,318.00**

Explanation: Sheriff's Office Justice Assistance (JAG) Emergency Grant for COVID19 protective equipment

Requested by:

Approved by:

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

1/5/22

AMERICAN RESCUE PLAN ACT

LINE ITEM TRANSFER					
	FROM			TO	
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		$ -	Total		$ -

BUDGET AMENDMENT					
	REVENUES			EXPENDITURES	
Account Name	Acct #	Amount	Account Name	Acct #	Amount
			ARP EXPENSE	07599-528503	$ (28,330.00)
			ARP BODY CAMERA PROJECT	07599-528510	$ 28,330.00
Total		$ -	Total		$ -

Explanation: Body Cameras purchased with ARP funds

Requested by:

Approved by:

C7

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

12/28/21

EMS

LINE ITEM TRANSFER

FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		$ -	Total		$ -

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
CARES ACT PROVIDER RELIEF REV	41260-434502	$ (80,125.00)	CARES ACT PROVIDER RELIEF EXP	41443-581126	$ (80,125.00)
ARP PROVIDER RELIEF REV	07260-434553	$ 80,125.00	ARP PROVIDER RELIEF EXP	07443-581135	$ 80,125.00
Total		$ -	Total		$ -

Explanation: MOVE EMS HEALTH & HUMAN SERVICES PROVIDER RELIEF ACT FUNDING FOR COVID19 FROM CARES ACT TO ARP FUND

Requested by:

Approved by:

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

12/28/21

EMS

LINE ITEM TRANSFER

FROM			TO		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
Total		$ -	**Total**		$ -

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
CARES ACT PROVIDER RELIEF REV	41260-434502	$ 70,063.00	CARES ACT PROVIDER RELIEF EXP	41443-581126	$ 70,063.00
Total		**$ 70,063.00**	**Total**		**$ 70,063.00**

Explanation: **EMS HEALTH & HUMAN SERVICES PROVIDER RELIEF ACT FUNDING FOR COVID19 EXPENDITURES-PHASE 4**

Requested by:

Approved by:

C8

GREENE COUNTY

LINE ITEM TRANSFER/BUDGET AMENDMENT

1/4/22

EXTENSION

LINE ITEM TRANSFER

FROM			TO		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
Total		$ -	**Total**		$ -

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
EXTENSION 4-H FUND REV	08160-434335	$ 10,000.00	EXTENSION 4-H FUND EXP	08495-541306	$ 10,000.00
Total		**$ 10,000.00**	**Total**		**$ 10,000.00**

Explanation: **INCREASE EXTENSION 4-H FUND RECEIPTS/EXPENSES**

Requested by:

Approved by:

C9

GREENE COUNTY
Senior Center
LINE ITEM TRANSFER/BUDGET AMENDMENT
Budget Amendment
1/18/2022
Congregate Nutrition
Home Delivery
General Transportation

LINE ITEM TRANSFER

FROM			TO		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
Total			**Total**		

BUDGET AMENDMENT

REVENUES			EXPENDITURES		
Account Name	**Acct #**	**Amount**	**Account Name**	**Acct #**	**Amount**
C-1 Aging Funds	11170-434803	-8904.00	Full time Staff Congregate	11583-510100	-5000.00
C-1 USDA	11170-434805	-901.00	Part Time Staff Congregate	11583-510200	-5158.00
County Match-Congre.	Fund Balance	-989.00	FICA Congregate	11583-513100	-777.00
			Postage/Telephone	11583-520100	141.00
C-2 Aging Funds	11170434804	-4977.00	Full Time Home Delivery	11584-510100	-4364.00
C-2 USDA	11170-434806	-528.00	Part Time Home Delivery	11584-510200	-333.00
County Match-HDM	Fund Balance	-553.00	FICA Home Delivery	11584-513100	-1488
			Utilities Home Delivery	11584-520200	127.00
HCCBG Access Funds	11170434834	13,881.00	Contract Services Transport.	11581-519100	15423.00
County Match-Access	Fund Balance	1,542.00			
Total			**Total**		

Explanation: Amendment to decrease funding for Congregate and Home Delivered Meals including USDA & County Match, and to increase funding for General Transportation-HCCBG & County Match. There is no USDA revenue for HCCBG Access Services.

Requested by:
Sharon L. Harrison
1/18/2022

Approved by:

E1

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Melanie Morgan; Regional Library Agreement

Date: January 18, 2022

Ms. Melanie Morgan, Neuse Regional Library Executive Director, will present a regional library agreement. This agreement is renewed every 10 years. She will go over the agreement in as much or little detail as requested. She will be available for questions at this time.

Action Recommended:

Motion to accept the new Regional Library Agreement

Board Action Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

"Greene County is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

Kathy Mooring

From: Kyle DeHaven
Sent: Monday, November 22, 2021 11:32 AM
To: Kathy Mooring
Subject: FW: Regional Library Agreement Renewal
Attachments: NRLAgreement-21 rev 9-16-21.pdf; Guidelines for Regional Library agreements2021.pdf

Can you add this to the agenda

From: Melanie Morgan <mmorgan@neuselibrary.org>
Sent: Thursday, November 18, 2021 3:26 PM
To: Rhonda Barwick <rhonda.barwick@ci.kinston.nc.us>; Kyle DeHaven <kyle.dehaven@greenecountync.gov>; Franky Howard <fhoward@jonescountync.gov>; Michael James <michael.james@lenoircountync.gov>
Cc: Stephanie Brown <sbrown@neuselibrary.org>; Vickie King <vking@co.lenoir.nc.us>
Subject: Regional Library Agreement Renewal

November 18, 2021

To: Rhonda Barwick, Interim Kinston City Manager
Kyle DeHaven, Greene County Manager
Franky Howard, Jones County Manager
Michael James, Lenoir County Manager

From: Melanie Morgan, Director of Libraries

Subject: Regional Library Agreement Renewal

Every ten years, the Regional Library Agreement is submitted to each local government for renewal. As defined by the State Library, joint agency agreements are written understandings between at least two parties, which create an obligation and a mutual responsibility to perform the agreement together. They describe the parties involved, identify respective responsibilities, and define how and when they are to be implemented. Through signed authorization, they provide documented proof of an agreement that may span many changes in local government administration. North Carolina General Statute (NCGS) 153A, Article 14-Libraries authorizes the establishment of a joint library according to the procedures of NCGS 160A, Article 20, Part 1, Joint Exercise of Powers. This statute authorizes units of local government to enter into agreements with each other in order to execute any undertaking. The agreements must be of reasonable duration and ratified by resolution of the governing board of each participating unit. Any power, duty, right, or function necessary for the execution of the joint agency's undertaking may be conferred to the agency by the participating local governmental units and funds may be appropriated to the agency by the participating units on the basis of an annual budget recommended by the agency and submitted to the governing board of each unit for approval.

The State Library of North Carolina and Attorney John Marshall from White & Allen, P.A., have reviewed the proposed Regional Library Agreement, and the Neuse Regional Library Board of Trustees approved said agreement on November 16, 2021. The next step in the process is allowing each local unit of government involved to review the draft Regional Library Agreement and provide any written feedback by January 2, 2022, to the Neuse Regional Library. If there are no revisions, we ask that you present this revised regional agreement to your governing body for approval in the first quarter of the new year. I will be happy to coordinate and attend each County Commissioner meeting as well as the Kinston City Council meeting to answer any questions that may arise. Once each government unit approves the Regional Library Agreement, the Library will s

final approved copy of the Regional Library Agreement through DocuSign for official signatures from each governmental unit, and then submit the completed document to the State Library of North Carolina.

Thank you for your assistance in renewing the Regional Library Agreement. I look forward to continuing to work together to provide the citizens of our region with high-quality library service. A *Guidelines for Regional Agreements* document is attached that explains the process in detail with a full explanation of statutes and definitions.

RESPONSE TO THIS MEMORANDUM MAY BE MADE HEREON IN LONGHAND

Melanie U. Morgan

Director of Libraries

Neuse Regional Libraries

510 N. Queen Street

Kinston, NC 28501

252.527.7066 ext. 130



NEUSE REGIONAL LIBRARIES
Inspiring Creativity. Fostering Learning. Engaging Community.

Regional Agreement

We, the undersigned members of the Neuse Regional Library d/b/a Neuse Regional Libraries, comprising Lenoir, Jones, and Greene Counties, as well as the City of Kinston, do hereby enter into contract to provide extended and improved library service to all people in the areas named.

The collaboration established by this agreement has been determined to be the best means of supporting the mission statement of the Neuse Regional Libraries, which strive to be centers for community connections that provide evolving technologies, programming, and services that meet 21st century literacy needs, while making accessible a collection that is as diverse and intergenerational as the people of Lenoir, Jones and Greene Counties.

Pursuant to resolutions duly adopted by their governing board, the parties identified below renew their commitment to the Neuse Regional Library based upon the terms set forth below for a term extending from July 1, 2022 through June 30, 2032.

I. Governments Involved

a. Lenoir County
b. City of Kinston
c. Jones County
d. Greene County

II. Purpose statement

a. This agreement is to perpetuate excellent library and information services to the residents of the areas included within the jurisdictions of the aforementioned governing bodies through their collaborative and collective efforts under the legal authority of N.C.G.S. 153A-270 and N.C.G.S. 160A, Article 20, Part 1 and 07 NCAC 021 .0301.

III. Neuse Regional Library Board of Trustees

a. The Neuse Regional Library Board of Trustees shall be the governing body of the Neuse Regional Library.

b. Membership

i. There shall be 12 members of the Neuse Regional Library Board of Trustees providing equitable representation of each local governmental unit.

1. Lenoir County: 3 members appointed by the Lenoir County Board of Commissioners

2. City of Kinston: 3 members appointed by the Kinston City Council

3. Jones County: 3 members appointed by the Jones County Board of Commissioners

4. Greene County: 3 members appointed by the Greene County Board of Commissioners

ii. Members shall be appointed from the membership of the local library boards according to bylaws and policies approved by the governing body for each library.

iii. Members shall be appointed in staggered terms to promote consistency as well as to accommodate change. Regional bylaws shall clearly define the term limits and how staggered terms shall be accomplished. Members shall serve no more than two consecutive terms with no single term longer than six years.

iv. Early vacancies on the Neuse Regional Library Board of Trustees shall be filled with appointments from the membership of the local library boards according to bylaws and policies approved by the governing body for each library ~~by the appropriate governing body~~ for the length of the term of the member creating the vacancy.

c. Powers and Duties delegated to the Neuse Regional Library Board of Trustees by the Counties of Lenoir, Jones, and Greene, as well as the City of Kinston

i. The Neuse Regional Library Board of Trustees shall be delegated the power to adopt bylaws and rules for its own governance.

ii. The Neuse Regional Library Board of Trustees shall be delegated the power to adopt policies for the Neuse Regional Library's administration and operation.

iii. The Neuse Regional Library Board of Trustees shall be delegated the power to select, appoint, remove, determine salary and other terms of employment of a regional library director. The Neuse Regional Library Director shall be delegated executive powers, will serve as the chief executive and administrative officer of the Neuse Regional Library, and function in accordance with the approved policies of the Neuse Regional Library Board. The Neuse Regional Library Director shall have a valid North Carolina Public Librarian Certificate.

iv. The Neuse Regional Library Board of Trustees shall develop and approve an annual budget which shall:

1. Be administered under the same provisions as local governmental unit (G.S. 159), with all state funds administered by the Neuse Regional Library and expended throughout the region according to the North Carolina Administrative Code.

2. Be a composite of the separate budgets of each county and city library, with an agreed upon amount paid by each county and city for the materials, salaries, and operating expenses that are shared within the region

3. Include a specified amount of funding for each library's operating costs with gifts, special memorials, endowment and trust income, and appropriations for capital outlay earmarked for the designated purpose

v. The Neuse Regional Library Board of Trustees shall be delegated the power to appoint a person or firm as a regional finance officer who shall:

1. Ensure expenditure of funds consistent with the budget adopted by the Neuse Regional Library Board of Trustees

2. Report directly to the Neuse Regional Library Director and to the Neuse Regional Library Board of Trustees

vi. The Neuse Regional Library Board of Trustees shall be delegated the power to assure compliance with all applicable State and Federal law and eligibility requirements for the receipt of State and Federal funds.

vii. The Neuse Regional Library Board of Trustees shall be delegated the power to make recommendations to each county and city regarding the construction and improvement of the physical facilities of the libraries within the region; however, construction and facility maintenance shall be the responsibility of each county and city unless the Neuse Regional Library Board of Trustees negotiates and approves a collaborative effort.

viii. The Neuse Regional Library Board of Trustees shall make regular reports related to services and operations to each county and city as conveyed by approved reports of the Neuse Regional Library Director.

ix. The Neuse Regional Library Board of Trustees shall obtain an annual independent audit of regional library accounts consistent with generally accepted accounting principles, and submit a copy of this audit to the State Library of North Carolina.

IV. Terms of Property Ownership

a. A major benefit of regional cooperation is that scarce resources may be shared among the various county and city residents without wasteful duplication; however, certain ownership restrictions shall apply:

   i. All buildings, grounds, and other facilities of each library shall remain the property of their respective county or city.

   ii. All books, technology, or other resources paid for with local funds shall remain the property of the respective county or city.

   iii. All books, technology, or other resources paid for with Regional or State funds shall remain the property of the Neuse Regional Library.

V. Insurance Coverage and Indemnification

a. Insurance Coverage

   i. The local governmental units shall maintain insurance coverage for the building and grounds and other facilities for each of their individual libraries including general liability insurance.

   ii. The Neuse Regional Library shall maintain insurance coverage for the contents of the buildings and the vehicles used to provide service.

b. Indemnification

   i. The Neuse Regional Library shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, board member, or employee against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Neuse Regional Library; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of the Neuse Regional Library Board of Trustees who are not at that time parties to the proceeding.

VI. Provisions for Amendment

a. This agreement can be amended providing that all parties accept those amendments. Requests for amendment may come from a local governmental unit or from the Neuse Regional Library Board of Trustees.

b. Recommendations for amendments shall be forwarded to each of the county and city governments in writing with a thirty-day period for consideration given. At the next regular meeting of the county and city boards after this thirty-day period, the amendments shall be voted on by those bodies.

c. Disagreements related to this agreement shall be resolved first by a committee of representatives from each local governmental unit and then by their legal councils if necessary.

VII. Provisions for Withdrawal

a. A member proposing to withdraw from the Neuse Regional Library shall give written notice on or before July 1 to the Neuse Regional Library Board of Trustees, the other participating local governmental units and the State Library of North Carolina. The withdrawal shall be effective the following June 30.

b. Should that member decide within this time period to rescind the proposal, that member shall remain a part of the Neuse Regional Library under the same conditions and requirements as the agreement under which they became a member.

c. Should that member fully withdraw, the Terms of Property Ownership as stated in Section IV shall apply. If the withdrawal does not result in the dissolution of the Neuse Regional Library, the withdrawing local governmental unit will forfeit all rights to joint property of the region.

d. The withdrawal of any local governmental unit shall result in review of the regional library agreement. The Neuse Regional Library may be dissolved if two or more of the local governmental units withdraw in accordance with the procedures stated above.

e. As included under NCGS 160A, Article 20, Part 1, Joint Exercise of Power, property purchased by the region is owned jointly as tenants in common by the participating counties and city; therefore, if the Neuse Regional Library is dissolved, the counties of Lenoir, Jones, and Greene, as well as the City of Kinston, shall divide the joint assets equitably among themselves.

f. The distribution of properties and resources jointly owned shall be accomplished by a committee composed of representatives from each local governmental unit, the current Neuse Regional Library Director, and a representative from the State Library of North Carolina.

g. After all outstanding debts are resolved, any remaining funds from local governmental units shall be returned to them and the distribution of any remaining State or Federal funds shall be determined by the State Library. Property such as vehicles, computers and other technology, books, and any other assets purchased with joint funding shall be sold at auction and the proceeds divided among the local governmental units or distributed in some other equitable manner as agreed upon by the committee of representatives.

VIII. Review and Termination

a. The agreement may be reviewed at any time by any local governmental unit or the Neuse Regional Library Board of Trustees and, if modifications are deemed reasonable and necessary, amendments may be made according to the procedures stated above.

b. The agreement may be terminated if reasonable cause is presented in writing by a local governmental unit to the other members of the region, the Neuse Regional Library Board of Trustees, and the State Library of North Carolina.

c. The effective dates for termination shall be the same as a withdrawal from the Neuse Regional Library.

d. If the agreement terminates, and no successor agreement is to be executed, the Neuse Regional Library shall be dissolved and joint assets distributed as described above in Section VII.

e. At end of the ten-year agreement period, the Regional Library Board shall review the agreement, recommend any modifications, and submit it for review and renewal to each of the local government units which shall review, suggest modifications, and vote to extend or rescind the agreement.

This AGREEMENT shall be effective upon acceptance by all local governmental units. If any portion of the agreement is determined to be invalid, the other conditions of the agreement are not invalidated. This agreement is represented in its entirety in this document.

IN WITNESS WHEREOF, this agreement has been executed by the principal official of the governing board of each local governmental unit hereto, pursuant to authority of each respective board.

Attest:

LENOIR COUNTY

_____ by _____ **Date:** _____
Clerk to the Board **Board of Commissioners, Chairman**

CITY OF KINSTON

_____ by _____ **Date:** _____
Clerk to the Board **Mayor**

GREENE COUNTY

_____ by _____ **Date:** _____
Clerk to the Board **Board of Commissioners, Chairman**

JONES COUNTY

_____ by _____ **Date:** _____
Clerk to the Board **Board of Commissioners, Chairman**

SLNC State Library of North Carolina

GUIDELINES FOR REGIONAL LIBRARY AGREEMENTS

JOINT AGENCY AGREEMENTS

Joint agency agreements are written understandings between at least two parties, which create an obligation and a mutual responsibility to perform the agreement together. They describe the parties involved, identify respective responsibilities, and define how and when they are to be implemented. Through signed authorization, they provide documented proof of an agreement that may span many changes in local government administration.

North Carolina General Statute (NCGS) 153A, Article 14-Libraries authorizes the establishment of a joint library according to the procedures of NCGS 160A, Article 20, Part 1, Joint Exercise of Powers. This statute authorizes units of local government to enter into agreements with each other in order to execute any undertaking. The agreements must be of reasonable duration and ratified by resolution of the governing board of each participating unit. Any power, duty, right, or function necessary for the execution of the joint agency's undertaking may be conferred to the agency by the participating local governmental units and funds may be appropriated to the agency by the participating units on the basis of an annual budget recommended by the agency and submitted to the governing board of each unit for approval.

NORTH CAROLINA ADMINISTRATIVE CODE

The rules for Organization of Regional Libraries, 07 NCAC 021 .0301 - 07 NCAC 021 .0308 ensure regional library agreements contain specific information on the organization and operation of the regional library and its board of trustees, along with terms for property ownership and provisions for amendment, withdrawal and termination.

An agreement establishing a regional library must contain:

(1) The structure of the regional library board of trustees
(2) The powers and duties of the regional board
(3) The financial structure of the regional library
(4) The terms of property ownership and any conditions of joint ownership including propertyrights in the event of withdrawal from or dissolution of the regional library
(5) Provisions for amendment
(6) Provisions for withdrawal by a member county or dissolution of the regional library
(7) Provisions for termination of the regional agreement

COORDINATING AN AGREEMENT

Even though jurisdictions participating in a regional library will be similarly classed as a county, city, or town, they will have different operating environments, organizational structures, and needs, so the resulting regional library agreement will be unique. However, there are some general steps to follow when developing a regional library agreement (recommended timeline in parentheses):

1. **Create a work group of individuals that must be involved in drafting the agreement.** This should include Regional Library Board of Trustee representatives and key county, cityor town staff with the authority to negotiate an agreement for that jurisdiction. (December 2021-January 2022)

2. **Conduct meetings and discussions to get input on the agreement.**
   Start by reviewing the current agreement, Administrative Code requirements, and a possible first draft or outline of a new agreement. In subsequent meetings, the work group should identify any problems, find solutions, and answer questions necessary to finalize a draft agreement for review by jurisdiction officials. (January 2022-February 2022)

3. **Conduct legal review and incorporate comments into the agreement.**
   Once the first draft has been reviewed and revised by the work group, the agreement should be submitted to legal counsel for review. Each participating jurisdiction should consult with their legal counsel for assistance and advice in the preparation and negotiation of the agreement. (February 2022-March 2022) Revise the draft document and brief officials. Incorporate the necessary revisions suggested by legal counsel and present the final draft to jurisdiction officials for comments. If the officials change any of the legal counsel comments, the revised document should receive a second legal review. (April 2022-May 2022)

4. **Prepare the final copy for signature.**
   Ensure that any resolutions, ordinances, or other supplemental documents required to implement the agreement are passed or adopted by the governing authorities of all jurisdictions. Provide a copy for signature to the appropriate officials or representatives of each jurisdiction. Copies of the resolutions, ordinances or other supplemental documents should either be attached or referenced in the agreement. (May 2022 - June 2022)

5. **Exchange and file the signed agreement.**
   Each participating jurisdiction must follow the necessary legal requirements to comply with local policy and submit executed copies to the appropriate authority for their jurisdiction. (May 2022 - June 2022)

6. **Submit a copy of the signed agreement with the Library's application for State Aid.** (by September 15, 2022)

REGIONAL LIBRARY AGREEMENTS

The following are elements to include in a regional library agreement. In that all agreements are contractual in nature, it is important that their form and content be consistent with the standards of the participating local governmental units. An agreement should have the review and approval of all appropriate legal counsel.

Participating Parties

Provide a precise description of the counties and municipalities entering into the agreement, along with the terms to be used to describe each entity throughout the document.

Purpose

Include a brief explanation of need for the agreement.

Authorization

Identify applicable specific federal, state and local laws, codes, statutes, ordinances and/or resolutions. May include citations of North Carolina General Statute and Administrative Code in this section, including G.S. 153A-270; G.S. 160A, Article 20, Part 1; and 07 NCAC 02 .0301. For longer-term agreements, it may be wise to leave specific statute and/or administrative code citations out of the document and instead, use language such as "in compliance with State law." Many of the current agreements cite repealed statutes and code.

Definition of Terms

The language of the agreement should clearly reflect the intent of the jurisdictions. However, questions may arise if two terms conflict, if a term is ambiguous, or if there is uncertainty about what a term means. While some recognized rules of interpretation have been established to assist in establishing the meaning of an agreement, it is best to define any terms that may potentially be unclear.

Regional Library Board of Trustees

The regional library board of trustees is the governing body of a regional library. There should be no more than 15 members. Each participating local governmental unit must have representation on the board in proportions determined to be equitable by all participating localgovernmental units. Terms of officers and members must be limited and staggered to assurecontinuity as well as change. No individual member should be appointed to more than two consecutive terms, and no single term should be longer than six years. The agreement language should include:

- Specific number of representatives from each participating governmental unit and how theyare appointed.
- Length of term and method used to stagger terms.
- Method used to fill vacancies.

Example

The Regional Library will be governed by a library board of trustees. The Regional Library Board of Trustees shall consist of nine (9) members, three (3) each appointed from the local library boards by the Boards of County Commissioners of County A, County B and County C

as follows:

One member from each county for a two-year term.
One member from each county for a three-year term.

One member from each county for a four-year term.

Thereafter, as terms expire, each county will appoint members for four-year terms. No individual will be appointed to more than two consecutive terms.

In case of a vacancy on the Board of Trustees, the County Commissioners shall appoint a new member to serve the remainder of the unexpired term. Board members who are appointed to fill unexpired terms are eligible to be appointed for one (1) additional full term. Ifthe new member is fulfilling an unexpired term for Jess than 24 months, that member is eligible to serve two consecutive full terms. All Board members shall serve until their successors have been appointed.

Any member missing three (3) consecutive Board meetings shall be considered to have resigned, and the County Commissioners shall appoint a new member to serve the remainder of the unexpired term upon notification by the Chairman of the Regional LibraryBoard of Trustees.

Powers and Duties of the Regional Library Board (07 NCAC 02I .0304)
The agreement establishing a regional library must specify that the following powers have beendelegated *to* the regional library board of trustees by the participating local governmental units:

(1) To adopt such bylaws and rules for its own governance as may be necessary and inconformity with the law.
(2) To adopt policies for the regional library system's administration and operation.
(3) To appoint the regional library director and delegate *to* that person executive powers. The director shall have a valid North Carolina Public Librarian Certificate.
(4) To adopt an annual budget for the regional library.
(5) To appoint a regional library finance officer to ensure expenditure of funds consistent withthe budget adopted by the regional library board.
(6) To assure compliance with all applicable State and Federal law and eligibility requirementsfor the receipt of State and Federal funds.
(7) To make recommendations to the governing bodies of the participating local governmental
units concerning the construction and improvement of physical facilities of the libraries in theregion.
(8) To report *to* the participating local governmental units.
(9) To provide to the State Library of North Carolina an annual audit of the regional librarysystem consistent with generally accepted accounting principles.

This language may be incorporated into an agreement in the above format, or additional language may be added to include further details about State requirements, regional library structure or the role of participating counties/municipalities.

Examples

- *To appoint a regional director of library services who possesses a valid North Carolina Public Librarian Certificate. The director shall have executive powers and be responsiblefor the administration of the regional library consistent with the policies adopted by the Board of Trustees. The director is authorized to appoint other employees and will seek advice from local trustees and officials in appointing management personnel. All library personnel will be under the administration of the director.*
- *To prepare the annual budget of the Regional Library in line with the needs of each county and the grants anticipated from the State Aid to Public Libraries Fund, and to present such budgets for approval to participating local governmental units, and as approved, to be included in the budgets of those participating units;*
- *To appoint a regional library finance officer to administer regional library finances under the provisions of the G.S. 159, the Local Government Budget and Fiscal Control Act. The finance officer will ensure expenditure of all funds consistent with the budget adopted by the regional library board and expenditure of State funds in compliance with 07 NCAC 021 .0202. The finance officer will report to the library director and the regional library board of trustees.*
- *To obtain an annual independent audit of regional library accounts consistent with generally accepted accounting principles and submit a copy of this audit to participating local government units and the State Library of North Carolina.*

Finance Structure of the Regional Library

All finances of a regional library must be administered under the same provisions as units of local government (NCGS 159, Article 3: The Local Government Budget and Fiscal Control Act) and be subject to an independent audit. State funds must be administered by the regional library and expended throughout the region for materials, salaries, equipment or operating costs. This section should describe the financial operations of the regional library and the responsibilities of the participating governmental units, including the accounting processes or manner of payment for:

- State and Federal funds
- Funds from participating counties and municipalities
- Employee salaries and benefits
- Library facilities, furniture, and fixtures
- Library technology
- Library materials

Example

All local, State and Federal funds will be paid into the Regional Library and administered under the provisions of the Local Government Budget and Fiscal Control Act (G.S. 159). All State funds will be expended throughout the region in compliance with North Carolina Administrative Code, Title 7, Chapter 2, Subchapter 21, Section .0202 (State Aid Grants) and Section .0306 (Finance).

Each county/municipality will pay into the Regional Library a mutually agreed upon amount necessary to operate its facilities, including utilities, building maintenance, or rent; salaries and employer share of benefits for personnel working exclusively in the county/municipality; and materials or equipment exclusively for that county/municipality. Each county/municipality may also contribute to joint operations as mutually agreed upon. These funds shall be sent to the regional library finance officer in monthly or quarterly payments as negotiated by the finance officer and the county/municipality.

The regional library finance officer will receive, deposit, and disburse all funds in accordance with generally accepted accounting principles and account for all expenditures by source of funds.

The Regional Library shall obtain an annual independent audit of Library accounts consistent with generally accepted accounting principles and submit a copy of this audit to the State Library of North Carolina.

Terms of Property Ownership

Regional libraries are established under NCGS 160A, Article 20, Part 1, Joint Exercise of Power, which specifies that all real property necessary to the undertaking of the joint agency will be held by the participating units individually or jointly as tenants in common, as determined by the agreement. In the new rules, 07 NCAC 021.0302 requires that the regional library agreementoutline the terms of property ownership, identifying assets that belong to each participating county, assets owned by the regional library, and each county's rights to those joint assets in the event of withdrawal from or dissolution of the regional library. Library assets owned or purchased by a county, such as facilities, furniture, equipment, and materials generally remain the property of that county, unless other terms are agreed to by all participating counties. The terms of property ownership should include:

- Ownership of buildings, grounds, and other library facilities.
- Ownership of books, technology, or other resources purchased with local funds.
- Ownership of books, technology, or other resources paid for with regional or State funds.
- Distribution of joint property upon withdrawal or dissolution.

Example

All real property will be acquired and owned by the appropriate unit of local government. If the Regional Library offices are provided by one of the member libraries, the benefits of theproximity of the Regional staff shall be deemed proper

compensation. The cost of utilities may be shared between local and regional sources of income. If the Regional offices are separate from any library, rent is a proper shared expense for the Region.

All books, technology, or other resources purchased for a member library with local fundsshall remain the property of the county/municipality.

All other property, including vehicles, technology, or materials purchased with State funds orwith shared local funds, shall be owned by the Regional Library. If one county should withdraw, it forfeits any rights to joint property. If the Agreement is terminated or the Regional Library dissolved, the joint property shall be divided equally or sold and the receipts divided equally among the counties/municipalities.

Liability Limitation, Insurance Coverage and Indemnification

Legal counsel should provide guidance on specific language, if any, to use regarding liability limitations, including any statements of indemnification for the Regional Library Board of Trustees. May consider for inclusion in this section or in the finance section:

- Insurance coverage to be provided by counties/municipalities (e.g., property or public liabilityinsurance for county-owned or municipality-owned facilities)
- Insurance coverage to be provided by the Regional Library (e.g., motor vehicle insurance orcomprehensive general liability insurance)

Provisions for Amendment

- Schedule and/or method for review of agreement
- Method for amending or proposing changes to the agreement - the manner in which the agreement may be modified
- Procedure for resolving disagreement

Example

This Agreement may be amended providing that all parties accept those amendments in a regular meeting of those parties. Recommendations for amendment shall be forwarded to each of the county and town governments in writing with a thirty-day period for consideration given, At the next regular meeting of the county and town boards after this thirty-day period, the amendments shall be voted on by those bodies. Disagreements related to this Agreement shall be resolved first by a committee or representatives from each governmental unit and then by their legal counsels if necessary.

Provisions for Withdrawal

07 NCAC 021.0302 requires that the regional library agreement outline the terms of property ownership, identifying assets that belong to each participating county and assets owned by the regional library. However, regional libraries are established under NCGS 160A, Article 20,

Part 1, Joint Exercise of Power, which specifies that property purchased by the region is owned jointly as tenants in common by the participating counties. Dissolution of the region will require that property owned by the region must be distributed equitably between the participating counties. The agreement also needs to identify each county's rights to those joint assets in the event of withdrawal from or dissolution of the regional library.

- The requirement for a participating local governmental unit proposing to withdraw from the region to give written notice on or before July 1 to the regional library board, the other participating local governmental units, and the State Library of North Carolina, with an effective date of the following June 30.
- Method for payment and/or distribution of regional library liabilities upon withdrawal of a participating local governmental unit or dissolution of the regional library.
- Method for distribution of regional library assets upon withdrawal of a participating local governmental unit or dissolution of the regional library.

Example

If any county, or counties, participating in the Regional Library wishes to withdraw from the Region, it must give written notice to the other counties not later than July 1 that it wishes to withdraw from the Region on June 3dh of the following year. If the withdrawal does not resultin the dissolution of the Regional Library, the withdrawing county will forfeit all rights to joint property of the Region. However, the Regional Library Board of Trustees may decide by June 3dh of the following year to give the withdrawing library a portion of books and other materials when the loss of these materials to the Region will not impoverish the collection.

The Regional Library Director's professional judgment will be used to determine which materials can be spared.

If the withdrawal results in dissolution of the Regional Library, the books and other material purchased jointly by the Region shall be divided equally among the counties. All other property (vehicles, equipment) shall be sold by sealed bids and the proceeds equally dividedamong the counties. Any item gifted to a local library or purchased with local funding shall remain the property of the local library.

Provisions for Review and Termination

While a regional library agreement will terminate when the region dissolves due to withdrawal of a county or counties, other reasons to terminate an agreement may occur or the agreement may have a specified date of termination. Agreements should be of reasonable duration, as determined by the participating units. Provisions for termination may include:

- Duration of the agreement - the beginning and end dates of the agreement
- Terms for reviewing the agreement prior to the end of the agreement period
- Method for extending the agreement or for executing a successor agreement
- Cause and method for terminating the agreement

- Effective date of termination following approval of action
- Method for payment and/or distribution of regional library liabilities upon termination
- Method for distribution of regional library assets upon termination

Example

This agreement shall continue to be in effect for ten years from the last signature date on the contract unless reasonable cause is presented in writing to each of the local governmental units and the State Library of North Carolina

The agreement may be reviewed at any time by any local government body or the Regional Library Board and, if modifications are deemed reasonable and necessary, amendments may be made according to procedures stated above.

At end of the ten-year agreement period, the Regional Library Board shall review the agreement, recommend any modifications, and submit it for review and renewal to each of the local government units which shall review, suggest modifications, and vote to extend or rescind the agreement.

This agreement may be terminated if reasonable cause *is presented in writing by one participating local governmental unit to the other participating units and the Regional LibraryBoard. If termination is approved, written notice shall be submitted to all participating local governmental units and the State Library of North Carolina on or before July 1, with an effective date on the following June 30.*

If the agreement is terminated, the joint property shall be divided equally or sold. If sold, receipts may be divided equally among the counties or on a *pro-rata basis, according to the participation of each unit of government in the purchase of said items. However, any item purchased with local funding or gifted shall remain the property of the local library.*

Severability

States that if any portion of the agreement is determined to be invalid, it does not invalidate the other conditions of the agreement.

Entire Agreement

States that the agreement is represented in its entirety and there are no other understandings in effect related to the subject of the agreement.

Agreement Administration

Identify the individuals by name or position who will be responsible for administering the agreement.

Signature Blocks

Include a signature and date block for the key executive officials and the attesting official of all participating local governmental units and authority, as necessary.

E3

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: April Adams; Cherry Bekaert & Holland; Audited financial statements

Date: January 18, 2022

Ms. April Adams will present the audited financial statements for the County for FY 20/21. She will be available for questions at this time.

Action Recommended:

Motion to accept the FY 20/21 audited financial statements

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

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To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

F1

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Appointment; Planning Board

Date: January 18, 2022

An appointment to the Planning board is needed at this time. The Planning Director recommends the appointment of Donald Beaman, and reappointment of James Davenport and Erwin Sugg.

Action Recommended:

Motion to approve Recommended members to the Planning Board

Board Action is Needed

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Commissioners
Bennie Heath - Chairman
James T. Shackleford – Vice Chairman
Jerry Jones
Susan Blizzard
Derek Burress

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

GREENE COUNTY
A Place To Grow. The Way To Live.

January 5, 2022

To: Mr. Kyle DeHaven
Greene County Board Commissioners

Per direction of the Board of Commissioners, we advertised two separate notices in The Standard to accept new applications for one position on the Board of Adjustment and three positions on the Planning Board. As I am sure each of you are aware, the County lost a valuable member of the both boards with the passing of Mr. Elbert Dixon. Mr. Dixon was a close friend and a great asset to the County having served honorably as the Chair of both Boards. The other two positions on the Planning Board are the end of terms for James Davenport and Erwin Sugg, both who have applied to be reappointed.

The positions were advertised in a paper in local circulation, on the County Website, and also on Social Media.

We received only two applications. One for the Planning Board, Donald Beaman, and one for the Board of Adjustment, Leslie Mooring. My recommendation is to appoint Donald Beaman to the Planning Board. For the two additional positions on the Planning Board, having received no other applications, my recommendation is reappointing James Davenport and Erwin Sugg to the Planning Board. For the Board of Adjustment, I recommend appointing Leslie Mooring.

I have attached copies of each application for your review.

Each of the terms will be for three years per Greene County Ordinances.

Your consideration of this request would be greatly appreciated.

Respectfully,

Brandon Sutton
Greene County Planning Director

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Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to:

Planning Board

2 About You

Donald Broughton Beaman — Name (above)

252-714-0298 — Phone Number (above)

6652 Beaman Old Creek Rd Snow Hill, NC 28580 — Address (above)

Carolina Pipe @ Yahoo.com — Email Address (above)

Metal Fabrication — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

N.C. Trans. Board — Soil + Water District Supervisor — Current volunteer activities/other Board & Commissions (above)

To Help Serve Greene Co. — Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
- *Boards/Committees Vacancies shall be advertised in the local newspaper, on the County Website, on County Social Media, and at Commissioner's meetings at least one month before appointments are needed*
- *Citizens interested in serving on a board/committee shall complete an application available from the Clerk to the Board or online at Greenecountync.gov before being considered for nomination.*
- *The Board of Commissioners will be provided, by the Chairperson of the board/committee, an annual list of Board/Committee members whose terms are set to expire that calendar year. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board of Commissioners shall make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.*
- *The Greene County Board of Commissioners shall make all appointments, by giving due consideration to the needs of Greene County, and in conjunction with available applications for appointment. Requested reappointments to the board/committee will be given preference as requested by the board to which the reappointment is being made.*
- *New board appointees shall be oriented by the Agency Director or Chairperson of the Committee. Appointee shall follow the rules and procedures of their respective Regional and State Board/Committee to such extent as their bylaws superseded the County's policy. Failure to meet the qualifications as deemed appropriate by the respective board/committee may result in the removal of the board.*
- *The Greene County Board of Commissioners requests that each Board/Committee to which they make appointments adopt a 75% per year attendance policy applies to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified, that appointees failed to maintain the required 75%-year attendance, the appointee will be replaced. The appointee will be notified by letter from the Chairperson, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend the required percentage of meetings.*
- *The Greene County Board of Commissioners requests that all Boards/Committees to which they make appointments communicate and provide written minutes if requested by the Board.*
- *In order to allow more individuals an opportunity to serve on Greene County Boards/Committees, the County Commissioners establish a limit of time an individual can serve, unless specified by a State or Regional Board or requested reappointments. The term limit shall be three full terms with 3 years per term. Filling an unexpired term or probationary term does not count toward the term limits.*

4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Donald B Beaman — Signature (above)

11-4-21 — Date (above)

Version: 04.26.2021

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Board / Committee

Application for Appointment to:

Planning Board Committee

2 About You

JAMES M DAVENPORT
Name (above)

Phone Number (above)

525 Greenridge Rd Snow Hill, NC 28580
Address (above)

jhedley@embarqmail.com
Email Address (above)

Retired From FSA-USDA
Occupation (above)

If necessary, please use the back of this form to answer the following questions:

PAST GC Economic Committee
Church BOARDS, PAST GC Planning Committee
Current volunteer activities/other Board & Commissions (above)

To See Greene County Develope in an Orderly Manner
Why are you interested in serving on this Board? (above)

3 Policy

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4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X James M Davenport
Signature (above)

1-4-22
Date (above)

Version: 04.26.2021

GREENE COUNTY

Application for Appointment to Greene County Advisory Boards and Commissions

1 Application for Appointment to:

Board / Committee Planning Board / Greene County

2 About You

Erwin S. Sugg — (252) 531-3517
Name (above) — Phone Number (above)

1674 Hwy 258 South, Snow Hill, NC 28580
Address (above)

erwin.sugg@ncdps.gov — Optical Plant Manager
Email Address (above) — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

Current volunteer activities/other Board & Commissions (above)

Why are you interested in serving on this Board? (above)

3 Policy

- *All Boards/Committees shall have an appropriate membership regarding race, gender, and geographical location, when applicable and possible.*
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4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X [signature] — 12/14/21
Signature (above) — Date (above)

Version: 04.26.2021

F2

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Appointment; Board of Adjustments

Date: January 18, 2022

An Appointment is needed for the Board of Adjustments. Mr. Leslie Mooring has applied and is recommended by the Planning Director, Mr. Brandon Sutton.

Action Recommended:

Motion to appoint the Recommended candidate to the Board of Adjustments

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

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Application for Appointment to Greene County Advisory Boards and Commissions

1 Application for Appointment to:

Board / Committee BOARD OF ADJUSTMENTS

2 About You

LESLIE VANN MOORING — Name (above)

252-747-1263 — Phone Number (above)

101 DEER POINTE DRIVE, SNOW HILL, NC 28580 — Address (above)

lesmooring@gmail.com — Email Address (above)

RETIRED — Occupation (above)

If necessary, please use the back of this form to answer the following questions:

PLANNING BOARD — Current volunteer activities/other Board & Commissions (above)

PROVIDE FAIR AND EQUITABLE decision FOR GREEN COUNTY — Why are you interested in serving on this Board? (above)

3 Policy

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4 Signature

I understand the responsibilities/policy of serving as a board member and affirm that the information in this application is true and correct.

X Leslie V. Mooring — Signature (above)

12-16-2021 — Date (above)

Version: 04.26.2021

F3

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Approval Grant Agreement for the Tobacco Trust Fund Grant

Date: January 18, 2022

Greene County has been awarded a grant from the Tobacco Trust Fund. This grant is for the renovation of the farmers market. It will fund the addition of a meeting space encompassing the first two bays of the building. This project total had been quoted at $86,000.00. I am in the process of seeing if this quote will still be honored. The grant awarded Greene County $56,000.00. This leaves a commitment of funds from Greene County in the amount of $30,000.00. The Term of the Grant is to be completed by 12/31/2023.

Action Recommended:

Motion to accept the Grant as awarded

Board Action is Needed

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Grant Number 2021-004-07

Grant agreement between the North Carolina Tobacco Trust Fund Commission and the GREENE COUNTY COOPERATIVE EXTENSION

This Grant Agreement ("the Agreement") is entered into this 1st day of January, 2022 ("Effective Date") by and between the **North Carolina Tobacco Trust Fund Commission** ("the Commission"), an agency of the State of North Carolina organized pursuant to Article 75 of Chapter 143 of the NC General Statutes and the **Greene County Cooperative Extension,** a **Agency / Dept. of the State of North Carolina** with its principal place of business in **Snow Hill, NC, 28580** ("the Grantee") (together "the Parties" and each in the singular "the Party").

The Grantee's fiscal year is **July-June**.

In consideration of mutual promises and such other valuable consideration as is set out in this Agreement, the Parties do mutually agree to the following:

Section I. Term.

This Agreement shall commence on the Effective Date and shall terminate on or before **12/31/2023** ("Termination Date") unless sooner terminated pursuant to this Agreement.

Section II. Scope of the Grant.

In executing this Project titled "Farmer's Market Renovations", the Grantee shall develop, perform and complete the work set out in the Project Scope of Services contained in Exhibit A. Exhibit A, which incorporates the Grantee's application for the Project, is expressly incorporated by reference and is made a part of this Agreement. The Grantee's application for the Project is therefore also incorporated by reference and made a part of this Agreement.

If there is a conflict among or between this Grant Agreement, the Project Scope of Services contained in Exhibit A, or the Grantee's application for the Project, provisions of this Grant Agreement shall first control, then provisions of Exhibit A, Scope of Services shall control, and finally the Grantee's application shall control.

If the Grantee uses any of the funds disbursed from the Commission under this Agreement to grant funds to other entities as part of the Project ("Subgrantees"), it must require its Subgrantees to comply with certain reporting requirements of Section VII of this Agreement and certain record keeping provisions of Section VIII of this Agreement. Subgrantees must also comply with certain parts of Sections IV, V, VII, VIII, IX, XII and XV of this Agreement as is provided for in those Sections.

Section III. Changes in the Project.

A. The Commission must authorize any changes with respect to the Project in writing including any changes the Grantee requests be made to budgeted line items as provided in Exhibit A attached. **The Grantee may not make changes to budgeted line items without first getting written authorization from the Commission.** Written requests for extending the contract's ending date

must be submitted to the Commission a minimum of 90 days before or in advance of the existing end date.

A. The Grantee shall immediately notify the Commission of any change in conditions or applicable law or any other event which may significantly affect its ability to perform the Project in accordance with the provisions of Section II above, including but not limited to loss of other funding. In the event of any such significant change, the Commission reserves the right to terminate this Agreement.

B. If within five (5) years of the contract end date, equipment purchased with more than $5,000 of grant funds is no longer being used for the purpose of the grant, GRANTEE must notify the Commission.

Upon consultation with the Commission, GRANTEE may be advised to do one of the following:

a) Sell the equipment at current market value rates and return the proceeds to the Commission within 30 days of the sale date along with all sale documentation;
b) if replacement equipment is deemed necessary to meet the grant's goals, GRANTEE may sell the current equipment and purchase replacement equipment with the proceeds and provide related sale and purchase documentation to the Commission; or,
c) transfer the equipment to another Commission-supported and/or mission-oriented entity which can utilize the equipment to satisfy its project goals.

C. Any contract agreements between the Grantee and any Subgrantees that include the purchase of equipment by the Subgrantee with grant funds, will also include the conditions of Section III. C.

Section IV. Funding.

A. The Commission grants to the Grantee an amount not to exceed **$56,000.00** for the Project to be disbursed as described in Section V below.

A. The Grantee represents and warrants that all sums as may be awarded under this grant shall be utilized exclusively for the purpose of the Project.

B. In the event the Grantee or, if applicable, any of its Subgrantees breaches any of the material terms or conditions of this Agreement, the Grantee agrees to repay to the Commission the full amount of sums awarded under this Agreement and any interest that has accrued on that sum.

Section V. Method of Payment.

A. After the contract funding stipulations are met and subject to the limitations set forth in Section XI.C., the Commission shall disburse the sum of up to **$53,200 that equals 95% of grant total** in installments reimbursing the Grantee for amounts spent on or encumbered for the Project. The Grantee shall request payments by submitting a Financial Report Form (Exhibit C) and an invoice for the amount requested for reimbursement to the Commission no more frequently than monthly. On the Financial Report Form, the Grantee shall certify that the amount requested for payment is for work performed as required under the Scope of Services and shall include documentation of the amounts for which the Grantee requests reimbursement. The Grantee must show to the Commission's satisfaction how this payment has been used to accomplish the terms of the Agreement before funding will be disbursed pursuant to this Agreement. Upon determining that the Grantee has provided proper documentation and qualifies for reimbursement of encumbered funds, the Commission will disburse payment within a reasonable time.

A. The Commission shall withhold 5% of the total funding or **$2,800.00** to be disbursed upon the satisfactory conclusion of the Project which conclusion shall include a Final Report as described in Section VII.E.

B. If applicable to the Scope of the project, the Grantee must adhere to Travel Subsistence Rates as provided by the State of North Carolina Office of State Budget and Management. Travel that will occur outside of North Carolina must be included specifically in the Scope of Services (Exhibit A) or be requested in writing by the Grantee for approval prior to travel.

A. If the Grantee or, if applicable, the Grantee and its Subgrantees, cannot show to the satisfaction of the Commission that it has or they have spent grant monies to accomplish the terms of the Agreement, the Commission may decline to disburse money until such a showing is made.

Section VI. Independent Status of the Parties.

A. The Parties are independent entities and neither this Agreement nor any provision of it shall be deemed to create a partnership or joint venture between the Commission and the Grantee.

A. The Grantee shall not represent itself as an agent of the Commission nor is the Agreement intended to be construed to make the Grantee an agent of the Commission. The Grantee shall not have the ability to bind the Commission to any agreement for payment of goods or services, nor shall it represent to any person or entity that it has such ability.

B. All expenses incurred by the Grantee are its sole responsibility and the Commission shall not be liable for the payment of any obligations incurred in the performance of the Project.

C. The Parties agree that this agreement has not been made for the benefit of any third parties and no third party to this agreement has authority to attempt to enforce it in any way.

Section VII. Reports.

A. The Grantee will furnish the Commission with detailed written Semiannual Project Reports consisting of both a Programmatic Report (Exhibit B) and a Financial Report (Exhibit C). These semiannual Reports shall be submitted during the term of this Agreement to the Commission on or before January 15 and July 15, and shall be inclusive of information up to the end of the prior month.

A. The Commission, in its sole discretion, may require more frequent reporting, including Quarterly Reporting. Factors that may influence the Commission's exercise of this discretion include, but are not limited to:
   a. late submission of Semiannual Reports,
   b. insufficient project information, specifics or data,
   c. incorrect Exhibit C,
   d. insufficient or incomplete documentation supporting request(s) for payment or
   e. incomplete Exhibit forms.

   The Commission may exercise this option by giving written notice to the Grantee and the new reporting requirements shall be deemed in effect on the date of the written notice. Notwithstanding the foregoing, upon the discovery of the misuse of funds, or upon the determination of noncompliance with the requirements of this contract, the Commission shall

take the appropriate action or actions to employ the sanctions set forth in the Uniform Administration of State Awards of Financial Assistance, Title 09 N.C.A.C. 03M .0801(c) and .0801(d).

C. If the Grantee or Subgrantee is a non-governmental organization and receives, holds, uses, or expends State financial assistance in an amount, including all State sources, equal to or greater than five hundred thousand dollars ($500,000) within its fiscal year, the Grantee or Subgrantee shall also provide a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book, within Three (3) months of Grantee's or Subgrantee's fiscal year end, pursuant to Title 09 N.C.A.C. Subchapter 03M .0205.

C. The Grantee and its Subgrantee(s), if any, agree that if the Grantee or its Subgrantee(s) do not file the required reports, the Commission shall not disburse grant funds to the Grantee.

D. Project Reports shall describe the status of the Project, progress made by the Grantee toward achieving the purpose(s) for which the funds were awarded, notable occurrences and any significant problems encountered, and steps taken to overcome the problems. Failure to submit a required report by the scheduled submission date may result in the withholding of any subsequent grant payment until the Commission is in receipt of the delinquent report.

E. The Grantee agrees that within thirty (30) days after the conclusion of the Project or termination date as described in Section I above, a Final Project Report consisting of both a Programmatic Report (Exhibit B) and a Financial Report (Exhibit C) shall be submitted to the Commission. The Final Project Report will include a review of performance and activities over the entire project period. The Commission may use this information for future publications. The Grantee will describe the Project, how it was implemented, to what degree the established Project goals and objectives were met, the difficulties encountered, lessons learned, what aspects of the tobacco related segment of the State's agricultural economy the Project changed and the Project cost. The Final Financial Report (Exhibit C) shall provide the complete financial report of the use of grant funds by category (i.e., salaries, material, equipment, etc.) showing all expenditures during the entire term of this Agreement, and shall also report the sources, amounts and use of all other funds used to support the Project.

F. The Commission reserves the right to request information from the Grantee which will assist the Commission with evaluation of the short-and long-range impact of its programs. The Grantee recognizes that such requests may occur after termination of this Agreement and agrees, to the extent possible, to provide such information to the Commission.

G. Equipment purchased with more than $5,000 of grant funds may be required to submit Exhibit E annually for five (5) years after the contract end date, or until Grantee complies with Section III C of this agreement.

Section VIII. Project Records.

A. The Grantee agrees to maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for this Project in such a manner so as to identify and document the expenditure of the Commission funds provided under the Agreement separate from accounts for other awards, monetary contribution or other revenues sources for this Project. The Grantee must require any Subgrantees to maintain the same records.

A. The Grantee shall retain all financial records, supporting documents and all other pertinent records related to the Project for a period of five (5) years from the Termination Date. In the event such records are audited, all Project records shall be retained beyond such five-year period until any and all audit findings have been resolved. The Grantee must require any Subgrantees to retain all records for five (5) years from the Termination Date or from the resolution of any audit findings, whichever is later.

B. The Grantee agrees to allow the State Auditor or the State Auditor's designee to enter its premises and examine its records in accordance with N.C. Gen. Stat. 147-64.7. The Grantee further agrees to permit the examination of work papers in the possession of the Grantee's auditors. The Grantee shall require any Subgrantees to permit the State Auditor or the State Auditor's designee the same access to the Subgrantees' records and work papers. Upon request, the Grantee and any Subgrantee shall make available its records and reports for inspection by the Office of State Budget and Management pursuant to 9 NCAC 03M .0202(2) and (3).

C. The Grantee further agrees to make available to the Commission or its designated representative all of its records which relate to the Project and agrees to allow the Commission or its representative to audit, examine and copy any and all data, documents, proceedings, records and notes of activities relating in any way to the Project. Access to these records shall be allowed upon request at any time during normal business hours and as often as the Commission or its representative may deem necessary.

D. In the event the Grantee dissolves or otherwise goes out of existence before the Termination Date or before five years from the Termination Date has elapsed, records produced under this contract will be turned over to the Commission.

Section IX. Subcontracting.

A. The Grantee or any of its Subgrantees shall not subcontract any of the work contemplated under this contract without obtaining prior written approval from the Commission.

A. Any approved subcontract shall be subject to all terms and conditions of this Agreement and the Grantee and any Subgrantees shall not be relieved of any of the duties and responsibilities of this Agreement by the approved subcontract. The Grantee shall be responsible for the performance of any subcontractor and the subcontractor shall provide sufficient information to the Grantee or any of its Subgrantees to allow the Grantee to comply with all terms and conditions of this Agreement.

Section X. Publicity and Publications.

A. Any published or distributed reports, data, or other information shall contain an acknowledgment of the support of the Commission as well as a disclaimer statement to the following effect: *Any opinion, finding conclusion or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view and policies of the North Carolina Tobacco Trust Fund Commission*. Upon publication of materials resulting from the work of the Project, the Grantee shall furnish a minimum of two copies of reports to the Commission. The Grantee shall acknowledge the support of the Commission by including its logo on printed information, presentations and other materials produced pursuant to the Project.

A. The Grantee shall place signage at its expense at the Project site or sites identifying the Project as receiving Commission Funds. Any printed materials, websites, presentations, news releases, or other visual or audio materials supported by grant funds will acknowledge the Commission's support. The Grantee will receive Logo Specification and Guidelines from the Commission and will be provided approved Commission logos. Prior to publication, a draft of the materials must be sent to the Commission for approval. The materials, size and color shall be large enough so that the Project, Grantee and Commission are recognized appropriately. This signage shall be in mutually agreeable wording and format.

B. Subject to the requirements of Section X.A above, the Grantee may publish or arrange for the publication of information resulting from work carried out under this Agreement; however, the information shall not be marketed for profit by the Grantee.

C. If work performed pursuant to this Agreement, including but not limited to Reports required by Section VII of this Agreement and any other materials resulting from the work of the Project, results in any intellectual property right accruing to the Grantee, the Grantee hereby grants to the Commission an assignable royalty-free, non-exclusive irrevocable license to publish, translate, reproduce, deliver, perform or use the material covered by the intellectual property right.

Section XI. Termination & Availability of Funds.

A. Either Party shall have the ability to terminate this Agreement on thirty days' written notice.

A. If after notice and reasonable opportunity to cure a defect or problem, the Grantee fails for any reason to fulfill in proper manner its obligations under this Agreement, or violates any of the material terms or conditions of this Agreement, the Commission shall have the right to terminate this Agreement by giving fourteen (14) days written notice to the Grantee of such termination. In such event, the Commission shall have no responsibility to make additional payments under this Agreement after the Termination Date. No further expenditures shall be made under this Agreement upon notice of termination except for such work as shall have already been performed prior to the notice of Termination Date and the Grantee shall repay all unspent grant funds upon the demand of the Commission together with any interest accrued on those unspent funds.

B. **The Commission's obligation to pay any amounts under this Agreement is contingent upon the availability of funds to it to fund the Project.** In the event that funds for this Project become unavailable, the Commission may terminate this Agreement immediately upon written notice to the Grantee. In the event of notice of the unavailability of funds, all obligations of the Commission to make payments under this Agreement shall cease as of the date of the notice of termination for unavailability of funds except for such work as shall have already been performed prior to the date of the notice of termination for unavailability of funds.

C. Pursuant to N.C. General Statute 143C-6-23(k), a Grantee or Subgrantee that intends to dissolve or cease operations shall report that decision in writing to the Office of State Budget and Management and to the Fiscal Research Division at least 30 days prior to taking that action. The Grantee and Subgrantee shall also notify the Commission in writing within the same 30-day time period.

Section XII. Liabilities and Loss.

A. The Commission assumes no liability with respect to accidents, bodily injury, illness, breach of contract or any other damages, claims or losses arising out of any activities undertaken by the

Grantee or any of its Subgrantees under this Agreement, with respect to persons or property of the Grantee, Subgrantee or third parties.

A. The Grantee and all of its related Subgrantees, shall assure that it maintains commercial insurance of such type and with such terms and limits as may be reasonably associated with the performance of this Agreement. Documentation of such insurance coverage of the Grantee must be provided upon request to the Commission. All applicable Subgrantees shall provide the same to the Grantee. If the Grantee and all of its related Subgrantees are government agencies, they may maintain a self-insurance program of such type and with such terms and limits as may be reasonably associated with the performance of this Agreement. Documentation of such insurance coverage of the Grantee must be provided upon request to the Commission. All applicable Subgrantees shall provide the same to the Grantee.

B. The Grantee shall ensure that in each of its subgrant agreements that its Subgrantees agree to indemnify, defend and save harmless the Commission and Grantee and their respective officers, agents and employees against any liability, including costs and expenses and attorneys' fees for the Subgrantees violation of any proprietary right or right of privacy arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any information published resulting from the work of the Project or based on any libelous or other unlawful matter contained in such information. To the extent that Grantee's Subgrantee is a state governmental entity, Grantee shall ensure that in each of its subgrant agreements that such Subgrantee, in accordance with the laws of the State of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance and without waiving any rights or defenses of the governmental entity, agrees to indemnify, defend and save harmless the Commission and Grantee and their respective officers, agents and employees against any liability, including costs and expenses and attorneys fees if awarded by a judge and/or jury for the Subgrantees' violation of any proprietary right or right of privacy arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any information published resulting from the work of the Project or based on any libelous or other unlawful matter contained in such information.

C. The Grantee also further agrees to indemnify, defend and save harmless the Commission and its officers, agents and employees from any other person, firm or corporation furnishing or supplying work, services, material or supplies in connect with the Project and the performance of this Agreement and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee, any Subgrantees or any of their agents in the performance of the Project.

D. **Force Majeure**: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Section XIII. Entire Agreement.

A. This Agreement, including its exhibits, contains the entire understanding between the Parties.

A. The agreement may be amended only in writing duly executed by authorized persons for the Commission and the Grantee, except that, should the Commission exercise the option of requiring

more frequent reporting, as set forth in Section VII.B, the Commission's written notification shall be deemed effective without the written authorization of the Grantee.

Section XIV. Grantee Representation and Warranties.

The Grantee hereby represents and warrants that:

A. The Grantee is duly organized and validly existing under the laws of the State of North Carolina.

A. This Agreement constitutes a binding obligation of Grantee, enforceable against it in accordance with its terms. The execution and delivery of this Agreement have been duly authorized by all necessary action on the part of Grantee and does not violate any applicable organizational documents of the Grantee or any agreement or undertaking to which it is a party of by which it is bound.

B. There is no action, suit, proceeding, or investigation at law or in equity or before any court, public board or body pending or to the Grantee's knowledge, threatened against or affecting it, that could or might adversely affect the Project or any of the transactions contemplated by the Agreement or the validity or enforceability of this Agreement or the Grantee's ability to discharge it obligation under this Agreement.

C. If any consent or approval is necessary from any governmental authority as a condition to the execution and delivery of this Agreement by the Grantee or the performance of any of its obligations under the Agreement, all such requisite government consent or approvals have been obtained.

Section XV. Special Provisions and Conditions.

A. Nondiscrimination. The Grantee, and all of its related Subgrantees, agree not to discriminate by reason of age, race, religion, color, sex, national origin or disability in the performance of this Agreement and to take affirmative action in complying with all relevant Federal and State requirements.

A. Conflict of Interest. Pursuant to NC Gen. Stat. 143C-6-23 the Grantee must provide a copy of its conflict of interest policy to the Commission prior to any disbursement of funds under this Agreement.

B. Compliance with Laws. The Grantee, and all of its related Subgrantees, shall at all times observe and comply with all laws, ordinances, rules and regulations of the state, federal and local governments which many affect the performance of the Agreement.

C. Non-Assignability. The Parties shall not assign any interest in the Agreement; provided, however, that claims for money due to the Grantee from the Commission under this Agreement may be assigned after notice and approval of the Commission.

D. Personnel. The Grantee represents that it has or will secure at its own expense all personnel required to carry out and perform the scope of services required under this Agreement. Such personnel shall be fully qualified and shall be authorized under state and local law to work on the Project. Such employees shall not be employees of the Commission.

E. Restriction on use of the funds. The Grantee will expend funds consistent with the terms and conditions of this Agreement. Failure to do so may result in legal action to recover funds spent inconsistently with the terms and condition of this Agreement without further notice. If the Grantee has Subgrantees, the Grantee must require this restriction on use of funds by all of its Subgrantees.

F. Certification of No Overdue Taxes. Pursuant to NC Gen. Stat. 143C-6-23 the Grantee and any Subgrantee(s,) must execute the certification of no overdue taxes attached as Exhibit D to this Agreement prior to receiving funds under this Agreement.

G. Taxpayer Identification Number. The Grantee and any Subgrantees must provide taxpayer identification information to the Commission prior to receiving funds under this Agreement.

H. Exhibits. All Exhibits to this Agreement are expressly incorporated by reference and made a part of this Agreement.

Section XVI. Notice.

A. All notices required by this Agreement with the exception of Notice provided pursuant to Section XI.C shall be in writing and shall be deemed given when personally delivered or when deposited in the United States mails, certified, return receipt requested, first class, postage prepaid and addressed as follows:

If to the Commission:

Mr. William Upchurch
Executive Director
NC Tobacco Trust Fund Commission
1080 Mail Service Center
Raleigh, NC 27699-1080
Tel: (919) 733-2160 Fax: (919) 733-2510

If to the Grantee:

Ms. Jessica Anderson
County Extension Director
Greene County Cooperative Extension
229 Kingold Blvd. Ste. E
Snow Hill, NC 28580
Tel: (252) 747-5831

A. Each Party may designate another Notice recipient by written communication to the other Party.

Section XVII. Construction.

This Agreement shall be construed and governed by the laws of the State of North Carolina.

The Parties do hereby execute this Agreement in duplicate originals:

NC TOBACCO TRUST FUND COMMISSION

William H. Teague
Chairman

Greene County Cooperative Extension

Ms. Jessica Anderson
County Extension Director

Grant Number 2021-004-07

F4

Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Acceptance; Records Retention Schedule

Date: January 18, 2022

NC Department of Natural and Cultural Resources has issued a revised, or updated, records retention schedule. In the past, the Greene County Board of Commissioners has accepted the NCDNCR's records retention schedule. I would ask that the Board of Commissioners accept the new and updated version of the Records Retention Schedule.

Action Recommended:

Motion to approve the updated Records Retention Schedule published by the NCDNCR

Board Action is Needed

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884
www.greenecountync.gov

The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment

"Greene County is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES

Issued By:

NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

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

October 1, 2021

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2021 General Records Schedule:
Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 *General Records Schedule: Local Government Agencies***:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

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.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

"(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means."

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

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.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

> "Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

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."*

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."[1] The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

[1] Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as "record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use."[2]

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, "while you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they must be retained according to the disposition instructions for the records series encompassing the forms' function.

[2] Ibid.

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 previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Sarah E. Koonts

Municipal/County Clerk or Manager
Title: _____

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

D. Reid Wilson

Head of Governing Body
Title: _____

D. Reid Wilson, Secretary
Department of Natural and Cultural Resources

Municipality/County: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only 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 approving this schedule, your agency 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 that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). 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 reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website 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 and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.

 – symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – "a group of similar records that are . . . related as the result of being created, received, or used in the same activity." (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated.
See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

ITEM #	*STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.01	**ABSTRACTS OF MUNICIPAL ELECTIONS** Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____ *Retention Note: Official record maintained permanently by the County Board of Elections.*	Authority: G.S. 163-300
1.02	**ACCREDITATION RECORDS** Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records. Also includes evaluations of the agency by outside entities.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
1.03	**ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES** @ Records documenting requirements or directives promulgated by the agency for the conduct of a business or activity on agency premises or under agency authority.	Destroy in office when superseded or obsolete.	

* *No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

± *The agency hereby agrees that it 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." Please use the space provided.*

@ *In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.*

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION '
1.04	**AUDITS: PERFORMANCE** @ Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office PCI attestation reports after 3 years. c) Destroy in office remaining audit reports after 10 years. d) Destroy in office documentation of corrective measures 2 years after their implementation. e) Destroy in office working papers and remaining records when superseded or obsolete.	
1.05	**BLUEPRINTS AND SPECIFICATIONS** @ Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. 132-1.7

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.06	**BONDS** Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).	Destroy in office 5 years after expiration or cancellation.	
1.07	**BULLETINS** Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
1.08	**BUSINESS CERTIFICATION RECORDS** Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.± Agency Policy: Destroy in office after _____	
1.09	**BUSINESS DEVELOPMENT SUBJECT FILE**	Destroy in office after 3 years.	
1.10	**CALENDARS OF EVENTS AND APPOINTMENTS**	Destroy in office when superseded or obsolete.	
1.11	**CENSUS PROJECT RECORDS** Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.12	**CHARTER RECORDS** Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
1.13	**COLLECTED DATA** Information and statistics compiled and analyzed for research purposes or to support the functions of the agency. SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.14	**CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS** @ Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).	a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS). b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.* c) Destroy in office accommodation requests 2 years after resolution.*	Authority: 42 USC 12132
1.15	**CONSTITUENT SURVEYS** Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.16	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling e-mail and text or instant messages, see **ELECTRONIC RECORDS**, page A-11. SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).	a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. c) Destroy in office remaining records after 3 years. *Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.*	
1.17	**CUSTOMER CALL CENTER RECORDINGS** @ Recordings of calls to customer service centers made for quality assurance and training purposes.	Destroy in office after 30 days.	
1.18	**EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS** @ Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties. SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.* b) Destroy in office records documenting all other maintenance and repairs after 3 years.* c) Destroy in office warranties 1 year after expiration.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.19	**EQUIPMENT AND VEHICLE REFERENCE RECORDS** Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
1.20	**EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS** Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
1.21	**FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS** Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below).	a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years. b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. c) Destroy in office warranties 1 year after expiration.	
1.22	**FORMS AND TEMPLATES** Blank forms, templates, and letterhead used to create agency records.	Destroy in office when superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.23	**GRANT PROPOSALS** Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	a) Transfer records concerning approved grants to Grants (below). b) Destroy in office rejected or withdrawn grant proposals when reference value ends.± Agency Policy: Destroy in office after _____	
1.24	**GRANTS** @ Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes any required certifications and disclosures, documentation about grants issued by the agency, and research records generated as part of a grant project. SEE ALSO: Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant after 1 year. *Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.*	Retention: 09 NCAC 03M .0703 2 CFR 200.333

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.25	**HISTORICAL DESIGNATIONS RECORDS** Records concerning the awarding of historical markers by the agency. Includes applications, review materials, and list of markers.	a) Retain in office permanently the list of historical markers along with the accepted applications. b) Destroy in office after 1 year rejected applications. c) Destroy in office remaining materials after 3 years.	
1.26	**HISTORY RECORDS (AGENCY AND EMPLOYEES)** Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.27	**IMPROPER CONDUCT INVESTIGATIONS** Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.	Destroy in office 3 years after resolution.*	
1.28	**INDICES** @ Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
1.29	**INTERAGENCY PROGRAMS** Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.30	**INVENTORIES** @ Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
1.31	**LEGISLATION AND REGULATORY RECORDS** Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
1.32	**LOGISTICS MATERIALS** Records concerning scheduled plans of agency personnel and activities. Includes routine notices, task lists, and arrangements.	Destroy in office when superseded or obsolete.	
1.33	**MAIL: UNDELIVERABLE/RETURNED** Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days. *Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).*	
1.34	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.12 G.S. 132-1.13

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.35	**MEMBERSHIP RECORDS** Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	
1.36	**MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS** Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment.	a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.± Agency Policy: Destroy in office after _____	
1.37	**OFFICE AND PROPERTY SECURITY RECORDS** Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT).	a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year.	Confidentiality: G.S. 132-1.7

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.38	**ORDINANCES** Includes code of ordinances. See the **SECURITY PRESERVATION COPIES OF RECORDS** section on page A-15 for instructions on imaging.	a) Retain in office official copy permanently. b) Destroy in office ordinance development records when ordinance is no longer in effect. c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.± Agency Policy: Destroy in office after _____	
1.39	**PEST CONTROL** Records concerning pest abatement or eradication programs overseen by the agency. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office after 3 years.*	
1.40	**PHONE LOGS** Records documenting calls placed and received in the course of conducting agency business. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Voice over Internet Protocol (VoIP) Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office after 1 year.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.41	**POLICIES AND PROCEDURES** @ Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.42	**POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV)** @ Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	Authority: G.S. 163 Art. 15A G.S. 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205
1.43	**PRICE QUOTATIONS**	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.44	**PROCLAMATIONS AND ORDERS** Proclamations and orders issued by the governing board.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.45	**PROJECTS** @ Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. SEE ALSO: Project Documentation (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
1.46	**PROPERTY MANAGEMENT RECORDS** Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office when superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.47	**PUBLIC BODIES: AGENDA AND MEETING PACKETS** Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. SEE ALSO: Public Bodies: Minutes (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.48	**PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT** 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 appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.49	**PUBLIC BODIES: APPOINTMENT REPORTS** Includes annual appointment reports filed with the NC Department of the Secretary of State.	Destroy in office after 2 years.	Authority: G.S. 143-157.1
1.50	**PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS** SEE ALSO: Public Bodies: Minutes (below).	Destroy in office after approval of official written minutes. *NOTE: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.*	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.51	**PUBLIC BODIES: CORRESPONDENCE** Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications.	a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years. b) Destroy in office remaining records after 3 years.	
1.52	**PUBLIC BODIES: MEETING NOTICES** Includes notices and regular meeting schedules. SEE ALSO: Affidavits of Publication (STANDARD 6: LEGAL RECORDS), Publicity Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year.	
1.53	**PUBLIC BODIES: MEMBER FILES** Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above).	a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
1.54	**PUBLIC BODIES: MINUTES** Includes 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. See the **SECURITY PRESERVATION COPIES OF RECORDS** section on page A-15 for instructions on imaging. SEE ALSO: Ordinances (above), Public Bodies: Agenda and Meeting Packets (above), Public Bodies: Audio and Video Recordings of Meetings (above), Resolutions (below).	a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions. 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. c) Destroy in office minutes of committees or subcommittees when reference 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 _____	Authority: G.S. 143-318.10
1.55	**RATE AND FEE SCHEDULES** @ Records relating to rates, fees, and regulations concerning agency services.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.56	**REBATE PROGRAM RECORDS** Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into.	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 reference value ends.± Agency Policy: Destroy in office after _____	
1.57	**RECORDS MANAGEMENT** Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.58	**REFERENCE (READING) FILE** Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.59	**REPORTS AND STUDIES** @ Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency. SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Civil Rights Records (STANDARD 6: LEGAL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency. b) Retain in office permanently reports and studies prepared by request of an agency's governing body or a court. c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually. d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis. e) Destroy in office when superseded or obsolete reports required to be submitted to the agency. f) Destroy in office remaining reports and studies when reference value ends.± Agency Policy: Destroy in office after _____. *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.60	**REQUESTS FOR INFORMATION** Requests received and responses issued by the agency. SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year after resolution.	
1.61	**REQUESTS FOR PROPOSALS (RFP)** Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
1.62	**RESOLUTIONS** File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the **SECURITY PRESERVATION COPIES OF RECORDS** section on page A-15 for instructions on imaging.	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.± Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.63	**STAFF MEETINGS FILE** Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.	
1.64	**STRATEGIC PLAN** @ Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives.	a) Retain in office strategic plans permanently. b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office remaining records when superseded or obsolete.	
1.65	**SURPLUS PROPERTY** Inventories and reports of agency property to be surplussed.	Destroy in office 3 years after disposition of property.*	
1.66	**TRACKING MATERIALS** Records intended to verify the receipt of information, such as certified mail receipts.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.67	**TRAVEL REQUESTS** Requests and authorizations for travel. Includes forms and itineraries. SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	Destroy in office after 1 year.*	
1.68	**VEHICLE REGISTRATION CARDS** North Carolina registration cards for vehicles in the agency fleet. SEE ALSO: Vehicle Titles (STANDARD 6: LEGAL RECORDS).	Destroy in office when superseded.	
1.69	**WORK ORDERS** Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.	a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above). b) Destroy in office remaining records 1 year after work is completed.*	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.01	**ACCOUNTS PAYABLE** Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment.*	Retention: 04 NCAC 24D .0501(a)(3)(I)
2.02	**ACCOUNTS RECEIVABLE** @ Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.	Destroy in office 3 years after collection.*	G.S. 105A

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
2.03	**ACCOUNTS UNCOLLECTABLE** Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	
2.04	**ANNUAL BUDGET** Annual budget and budget message submitted to governing board for approval. SEE ALSO: Budget Reports (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. *Retention Note: Annual budgets should be entered into the minutes of the governing board.*	Authority: G.S. 159-11
2.05	**ARBITRAGE RECORDS** 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.*	Authority: 26 CFR 1.148-3
2.06	**AUDITS: FINANCIAL** @ Records concerning internal and external audits. Includes reports, working papers, and related records. SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*	Authority: G.S. 159-34
2.07	**AUTHORIZATION FORMS** Authorization to purchase materials.	Destroy in office after 3 years.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.08	**BANK STATEMENTS AND RECONCILIATIONS** Includes bank statements, canceled checks, deposit slips, and reconciliation reports.	Destroy in office after 3 years.*	
2.09	**BIDS FOR DISPOSAL OF PROPERTY** Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. SEE ALSO: Accounts Receivable (above).	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. 153A-176
2.10	**BIDS FOR PURCHASE** Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.*	Authority: G.S. 143 Article 8
2.11	**BOND CLOSING RECORDS** Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.	Destroy in office 6 years after final maturity.*	Authority: G.S. 159 Article 7

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.12	**BOND REGISTER** Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	Authority: G.S. 159-130
2.13	**BONDS, NOTES, AND COUPONS**	Destroy in office 1 year from date of payment.	Authority: G.S. 159-139
2.14	**BUDGET ADMINISTRATION RECORDS** Records of budget administration. Includes research, correspondence (including e-mail), and other related records.	Destroy in office after 2 years.*	
2.15	**BUDGET EXECUTION RECORDS** Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
2.16	**BUDGET REPORTS** Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. SEE ALSO: Annual Budget (above).	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
2.17	**BUDGET REQUESTS AND WORKING PAPERS** Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. 159-10

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.18	**BUDGET RESOLUTIONS AND ORDINANCES** Includes project ordinances, budget resolutions, and amendments. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.± Agency Policy: Destroy in office after _____	Authority: G.S. 159-8 G.S. 159-13 G.S. 159-13.2 G.S. 159-15
2.19	**COST ALLOCATION PLANS** Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
2.20	**CREDIT/DEBIT/PROCUREMENT CARD RECORDS** Records of assignation of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. 132-1.2(2)
2.21	**DONATIONS AND SOLICITATIONS** Records concerning requests made to agency by outside organizations. Includes applications and other related records. SEE ALSO: Fund Drive and Event Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
2.22	**ELECTRONIC FUNDS TRANSFERS (EFT)** Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 14-113.20

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
2.23	**ESCHEATS AND UNCLAIMED PROPERTY** Records containing information required to be included in holder reports submitted to the State Treasurer's office.	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. 116B-60 Retention: G.S. 116B-73
2.24	**FINANCIAL JOURNALS AND LEDGERS**	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.*	
2.25	**FINANCIAL REPORTS**	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution repots generated to track transactions when released from audits.	
2.26	**GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS** Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.27	**GRANTS: FINANCIAL** @ Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records. SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. *Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.*	Retention: 09 NCAC 03M .0703 2 CFR 200.333
2.28	**INVESTMENTS** Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.	a) Destroy in office transaction schedules after 2 years.* b) Destroy in office performance investment reports when reference value ends.± Agency Policy: Destroy in office after _____ c) Destroy in office all remaining records after 3 years.*	Authority: G.S. 159-30

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.29	**LOAN RECORDS** Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
2.30	**LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS**	Destroy in office after 3 years.*	Authority: G.S. 159-33
2.31	**LONGEVITY PAY**	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.32	**PAYMENT CARD DATA** Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5)

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.33	**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. Also includes employer contributions (e.g., retirement, healthcare) along with individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. SEE ALSO: Payroll Deduction Records (below), Time Sheets, Cards, and Attendance Records (below); for 401(k) and other retirement plan payouts, see Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 5 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.34 	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), retirement and deferred compensation, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). SEE ALSO: Payroll and Earnings Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1)
2.35	**POWELL BILL RECORDS** Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.	Destroy in office after 3 years.	
2.36	**PURCHASE ORDERS** Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. SEE ALSO: Grants: Financial (above).	Destroy in office after 3 years.* *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.*	
2.37	**QUALIFIED PRODUCTS LISTS (QPL)** Records identifying products approved for purchase by the agency.	Destroy in office 3 years after superseded or obsolete.*	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.38	**REQUISITIONS** Requests for payment or to acquire goods or services. SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 1 year.*	
2.39	**SCHOLARSHIP RECORDS** Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.	a) Destroy in office after 3 years records documenting the awarding of scholarships. b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.	
2.40	**SHIFT PREMIUM PAY** Authorizations and other related records concerning employees receiving shift premium pay.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.41	**STATEMENTS OF BACK PAY** Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.	Destroy in office 3 years after payment.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.42 	**TAX FORMS** Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 5 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) IRS Publication 15
2.43	**TAX RETURNS** Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
2.44	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records documenting the work hours and attendance of employees. SEE ALSO: Payroll and Earnings Records (above).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1)

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
2.45	**TRAVEL REIMBURSEMENTS** Includes requests and authorizations for reimbursement for travel and related expenses. SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.46	**VENDORS** Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.01	**GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA** 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.	Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. *Retention Note: Other datasets should be kept according to standards and procedures set by the* North Carolina Geographic Information Coordinating Council. *See also* **GEOSPATIAL RECORDS**, *page A-13.*	
3.02	**GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)** 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. Includes data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.03	**GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES** 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.	Retain in office permanently.	
3.04	**GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS** Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
3.05	**GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS** Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
3.06	**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 reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.07	**LAYERS: ADDRESS POINTS** See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	
3.08	**LAYERS: CORPORATE LIMITS** See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
3.09	**LAYERS: EXTRATERRITORIAL JURISDICTIONS** See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	
3.10	**LAYERS: ORTHOIMAGERY** See also **GEOSPATIAL RECORDS**, page A-13.	Create a snapshot of dataset when created. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.11	**LAYERS: STREET CENTERLINE** See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	
3.12	**MAPPING PROJECT RECORDS** Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects. See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
3.13	**MAPS: PARCEL** Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures. See also **GEOSPATIAL RECORDS**, page A-13, and Property Management Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Paper: Destroy in office upon State Archives approval. GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	
3.14	**MAPS: PARKS** Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also **GEOSPATIAL RECORDS**, page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, *Either:* Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council. *Or:* 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 North Carolina Geographic Information Coordinating Council.	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.15	**MAPS: ALL OTHER** @ Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± *Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.* Agency Policy: Destroy in office after _____	

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STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

ITEM #	*STANDARD 4: HUMAN RESOURCES RECORDS*		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.01	**ABOLISHED POSITIONS** Records concerning positions that have been abolished.	Destroy in office after 1 year.	
4.02	**ADMINISTRATIVE INVESTIGATIONS** Records concerning the investigation of conduct problems among agency personnel. SEE ALSO: Disciplinary Actions (below).	a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation. b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court. d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below).	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.03 	**APPLICATIONS FOR EMPLOYMENT** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below). b) Destroy in office after 2 years unsolicited application materials from individuals hired. 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 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31
4.04	**APPRENTICESHIP PROGRAM RECORDS** Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.05	**APTITUDE AND SKILLS TESTING RECORDS** Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. SEE ALSO: Employment Selection Records (below).	Destroy in office after 2 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
4.06	**ASBESTOS TRAINING** Records concerning training programs about the proper management of asbestos. SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below).	a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete.	Retention: 29 CFR 1910.1001(m)(4)

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.07	**BENEFITS RECORDS** Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).	a) Destroy in office approved claims forms after 2 years.* b) Destroy in office rejected requests 6 months after decision. c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. d) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
4.08	**BLOODBORNE PATHOGEN TRAINING** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below).	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
4.09	**DIRECTORIES, ROSTERS, OR INDICES** Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.10	**DISABILITY SALARY CONTINUATION CLAIMS** Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.	
4.11	**DISCIPLINARY ACTIONS** Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to Personnel Records (Official Copy) (below). b) Destroy in office all remaining records 2 years after resolution of all actions.	Authority: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 Subject to the public information provision delineated in the above authorities.

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.12	**DUAL EMPLOYMENT** Records concerning employees' requests and authorizations to accept employment with another local government agency. SEE ALSO: Secondary Employment (below).	a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.	
4.13	**EDUCATIONAL LEAVE AND REIMBURSEMENT** Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. SEE ALSO: Leave Records (below).	a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below). b) Destroy in office records concerning denied requests 6 months after denial.* c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.14	**EMPLOYEE ASSISTANCE PROGRAMS** Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.	Destroy in office after 3 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.15	**EMPLOYMENT ELIGIBILITY RECORDS** Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.	a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 8 USC 1324a(b)(3)
4.16	**EMPLOYMENT SELECTION RECORDS** Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. SEE ALSO: Applications for Employment (above), Aptitude and Skills Testing Records (above).	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.17 	**EXIT INTERVIEW RECORDS** Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.18 	**FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS** Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. SEE ALSO: Leave Records (below).	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 825.500(b)

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.19	**GRIEVANCES** Includes initial complaint by employee, investigation, action, summary, and disposition. SEE ALSO: Disciplinary Actions (above), Personnel Records (Official Copy) (below).	Destroy in office after 2 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.20	**HAZARDOUS MATERIALS TRAINING RECORDS** Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentation of loans of radioactive materials for the purpose of training exercises. SEE ALSO: Asbestos Training (above), Bloodborne Pathogen Training (above).	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
4.21	**INTERNSHIP PROGRAM** Records concerning interns and students who work for the agency.	Destroy in office after 2 years.	
4.22	**LAW ENFORCEMENT TRAINING** Records concerning internal training for law enforcement personnel.	Retain in office permanently.	

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.23	**LEAVE RECORDS** Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below).	a) Destroy in office approved requests 3 years after return or separation of employee.* b) Destroy in office denied requests after 6 months.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.24	**MEDICAL RECORDS** Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA); and records of injury or illness. (Does not include worker's compensation or health insurance claim records.) SEE ALSO: Benefits Records (above), Workers' Compensation Program Claims (below).	a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. *Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for Workers' Compensation Program Claims (below).*	Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.25	**MILITARY LEAVE** Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). SEE ALSO: Leave Records (above).	Destroy in office 3 years after leave ends or employee separates from agency.*	Authority: 5 CFR 1208
4.26	**PERFORMANCE REVIEWS** Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. SEE ALSO: Personnel Records (Official Copy) (below).	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 60A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.27	**PERSONNEL ACTION NOTICES** Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.	Transfer records to Personnel Records (Official Copy) (below).	Subject to the public information provision delineated in relevant General Statutes.

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.28 	**PERSONNEL RECORDS (OFFICIAL COPY)** Official copy of personnel file maintained on each permanent and temporary agency employee that is eligible for benefits. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file. SEE ALSO: Medical Records (above), Seasonal and Contract Worker Records (below).	a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information necessary to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule.	Authority/ Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.29 	**PERSONNEL RECORDS (SUPERVISOR COPY)** Personnel jacket that is often maintained by supervisors.	a) Transfer records as applicable to Personnel Records (Official Copy) (above). b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.30	**POLICIES AND PROCEDURES (PERSONNEL)** Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers' Compensation Program Administration (below).	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.31	**POLYGRAPH RECORDS** 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.	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.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 801.30

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.32	**POSITION CLASSIFICATION, CONTROL, AND HISTORY** Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. SEE ALSO: Position Descriptions (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.33	**POSITION DESCRIPTIONS** Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32
4.34	**POSITION EVALUATIONS** Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
4.35	**RECRUITMENT RECORDS** Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.36	**RETIREMENT RECORDS** Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k). SEE ALSO: Payroll and Earnings Records; Payroll Deduction Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated. b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* c) Transfer Local Governmental Employees' Retirement System (LGERS) forms to Department of State Treasurer. d) Transfer applicable records to Personnel Records (Official Copy) (above).	Retention: 29 CFR 1627.3(b)(2)
4.37	**SEASONAL AND CONTRACT WORKER RECORDS** Records concerning seasonal or contractual employees who are not provided with or eligible for benefits. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 5 years after date of separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.38	**SECONDARY EMPLOYMENT** Records concerning employees' requests and authorizations to accept employment with a private entity. SEE ALSO: Dual Employment (above.)	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.	

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.39	**SERVICE AWARDS AND COMMENDATIONS** Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 2 years from date of record creation or the personnel action involved.	
4.40	**SUGGESTIONS AND SURVEYS** Recommendations and feedback submitted by agency employees.	Destroy in office after 1 year.	
4.41	**TRAINING AND EDUCATIONAL RECORDS** Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. SEE ALSO: Conferences and Workshops (STANDARD 7: PUBLIC RELATIONS RECORDS), Educational Leave and Reimbursement (above). Other required trainings are handled in Asbestos Training (above), Bloodborne Pathogen Training (above), Hazardous Materials Training Records (above), Law Enforcement Training (above).	a) Transfer records as applicable to Personnel Records (Official Copy) (above), if such training and testing is required for the position held or could affect career advancement. b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation. c) Destroy in office general training materials when superseded or obsolete. d) Destroy in office remaining employee-specific records after 1 year.	Retention: 29 CFR 1627.3(b)(1)(iv)

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.42	**UNEMPLOYMENT COMPENSATION CLAIMS** Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 5 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a)
4.43	**UNEMPLOYMENT COMPENSATION REPORTS** 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 NC Division of Employment Security.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
4.44	**UNEMPLOYMENT INSURANCE** Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
4.45	**VERIFICATION OF EMPLOYMENT RECORDS** Inquiries and responses concerning verification of an employee's prior or current employment with the agency.	Destroy in office after 1 year.	
4.46	**VOLUNTEER RECORDS** Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	

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ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
4.47	**WORK SCHEDULES AND ASSIGNMENTS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	
4.48	**WORKERS' COMPENSATION PROGRAM ADMINISTRATION** Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.49	**WORKERS' COMPENSATION PROGRAM CLAIMS** Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. *Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. 97-92(a).*	Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.*	Confidentiality: G.S. 8-53 G.S. 97-92(b)

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STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by agency 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 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.01	**AUDITS: IT SYSTEMS** Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.	a) Destroy in office 1 year after superseded or obsolete fixity check documentation. b) Destroy in office remaining records after disposition of record.*	Confidentiality: G.S. 132-6.1(c)
5.02	**COMPUTER AND NETWORK USAGE RECORDS** Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.	Destroy in office after 1 year.	
5.03	**DATA DOCUMENTATION RECORDS** Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.	Destroy in office 3 years after system is discontinued and/or replaced.	

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ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.04	**DATA MIGRATION RECORDS** Technical records documenting data migrations. *Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.*	Destroy in office 1 year after completion of data migration.	
5.05	**DATA WAREHOUSES** Federated data gathered by the agency from other sources for the purposes of comparison and distribution. SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
5.06	**DIGITIZATION AND SCANNING RECORDS** Records concerning data entry and imaging operations. Includes quality control records. See also **REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS**, page A-21.	Destroy in office 10 days after digitization. *Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.*	
5.07	**ELECTRONIC RECORDS POLICIES AND PROCEDURES** Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.7(b) G.S. 132-6.1(c)

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ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.08	**INFORMATION TECHNOLOGY ASSISTANCE RECORDS** Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	
5.09	**NETWORK AND SYSTEM SECURITY RECORDS** Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records.	a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.	Confidentiality: G.S. 132-6.1(c)
5.10	**NETWORK DIAGRAMS** 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.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-6.1(c)

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ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.11	**PROJECT DOCUMENTATION** Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records. SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently records with historical value. b) Destroy in office remaining records 3 years after completion of project.	
5.12	**SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS** Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.	Destroy in office 1 year after software is superseded or obsolete.	
5.13	**SYSTEM ACCESS RECORDS** Records documenting access requests and authorizations, system access logs, and other related records.	Destroy in office 1 year after superseded or obsolete.	
5.14	**SYSTEM DOCUMENTATION RECORDS** Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes 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.	Confidentiality: G.S. 132-1.1(g) G.S. 132-6.1(c)

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ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.15	**SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE** Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records. SEE ALSO: Equipment and Vehicle Maintenance, Repair, and Inspection Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year. b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.	
5.16	**SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS** Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation. See also *Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files*, available on the State Archives of North Carolina website.	Destroy in office in accordance with your office's established, regular backup plan and procedures.± Agency Policy: Destroy in office after _____	
5.17	**TECHNICAL PROGRAM DOCUMENTATION** Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.	Destroy in office 1 year after superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
5.18	**VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS** Records concerning line registrations, calls logs, and voicemail records.	a) Destroy in office records concerning line registration when superseded or obsolete. b) Destroy in office call logs after 1 year. c) Destroy in office voicemail records after 30 days.	
5.19	**WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE** Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications. SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office when superseded or obsolete.	

* *No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

± *The agency hereby agrees that it 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." Please use the space provided.*

STANDARD 6: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

ITEM #	*STANDARD 6: LEGAL RECORDS*		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.01	**AFFIDAVITS OF PUBLICATION** Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. SEE ALSO: Public Bodies: Meeting Notices (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently if record provides sole evidence of publication. b) Destroy in office remaining records after 3 years.*	Authority: G.S. 1-600
6.02	**ANNEXATION RECORDS** Records concerning annexation of property into the city. Includes petitions, reports, correspondence (including e-mail), maps, ordinances, and public hearings.	a) Destroy in office withdrawn petitions after 1 year. b) Retain remaining records in office permanently. *Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1).*	
6.03	**AUTHENTICATIONS** Certificates of authentication issued by the agency.	Retain in office permanently.	

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.04	**CIVIL RIGHTS CASE RECORDS** Records concerning discrimination complaints by employees or former employees and employee requests for reasonable accommodation. Includes equal opportunity (EO) complaints. SEE ALSO: Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Personnel Records (Official Copy) (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete. b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.* *Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."*	Retention: 29 CFR 1602.14 29 CFR 1602.31

* *No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

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@ *In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.*

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.05	**CIVIL RIGHTS RECORDS** Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans. SEE ALSO: Civil Rights Case Records (above), Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS).	Destroy in office 3 years after superseded or obsolete.	Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4 Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)
6.06	**CONDEMNATION RECORDS** Settled and pending condemnation cases. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.	Retain in office permanently.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.07	**CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS** 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 1 year after completion of term or separation.	
6.08	**CONTRACTS, LEASES, AND AGREEMENTS** @ Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding. SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office sealed contract records 10 years after expiration of contract.* c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.* d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.* e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*	Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52
6.09	**DECLARATORY RULINGS** Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	

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ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.10	**DELEGATION OF AUTHORITY RECORDS** Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
6.11	**EASEMENTS AND RIGHT-OF-WAY AGREEMENTS** Granted to the agency. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records; LOCAL PROGRAM SCHEDULE, Excavation Permits and Right-of-Way Acquisition Working Records (STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS).	Destroy in office 10 years after expiration of agreement.	
6.12	**ENCROACHMENTS** Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.	
6.13	**EXPUNCTIONS** Expunction orders received by local agencies.	Destroy in office when record is expunged.	

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@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.14	**INVESTIGATION AND HEARING RECORDS** Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records.	Destroy in office 3 years after completion.*	
6.15	**LAND OWNERSHIP RECORDS** Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
6.16	**LEGAL CORRESPONDENCE** Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see **ELECTRONIC RECORDS**, page A-11.	Confidentiality: G.S. 132-1.1(a)
6.17	**LEGAL OPINIONS** Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
6.18	**LEGAL REVIEW RECORDS** Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. SEE ALSO: Legal Opinions (above).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a)

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ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.19	**LITIGATION CASE RECORDS** Civil suits to which the agency is a party. Includes 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 precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a) G.S. 132-1.9
6.20	**OATHS OF OFFICE** SEE ALSO: Public Bodies: Member Files (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention. *Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording.*	Authority: G.S. 105-349 G.S. 153A-26 G.S. 160A-61 G.S. 160A-68 G.S. 160A-284 Retention: G.S. 7A-103(2)
6.21	**PERMISSIONS** Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	

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ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
6.22	**PRE-TRIAL RELEASE PROGRAM RECORDS** Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	
6.23	**RELEASE FORMS** Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
6.24	**SETTLEMENTS** Records concerning pre-litigation or informal settlements.	Destroy in office 10 years after expiration.	Authority: G.S. 132-1.3
6.25	**VEHICLE TITLES** Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. 20-72

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STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
7.01	**AGENCY PUBLICATIONS** Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
7.02	**AUDIO-VISUAL RECORDINGS** @ Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos. SEE ALSO: Public Bodies: Audio and Video Recordings of Meetings (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
7.03	**COMMUNITY AWARDS** @ Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
7.04	**CONFERENCES AND WORKSHOPS** @ Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations. SEE ALSO: Training and Educational Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.05	**EDUCATIONAL MATERIALS** Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.	Destroy in office when superseded or obsolete.	
7.06	**FUND DRIVE AND EVENT RECORDS** Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs. SEE ALSO: Donations and Solicitations (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
7.07	**INVITATIONS** Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	
7.08	**MEDIA FILE** Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
7.09	**POPULAR ANNUAL FINANCE REPORT** Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.10	**PUBLIC HEARINGS** Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
7.11	**PUBLIC RECORDS REQUESTS** Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* *Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.*	
7.12	**PUBLICITY RECORDS** @ Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	
7.13	**SOCIAL MEDIA** SEE ALSO: Website (Electronic) (below).	See **APPENDIX** (page A-12) for guidance in handling social media.	
7.14	**SPEECHES** Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.15	**WEBSITE (ELECTRONIC)** Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records. SEE ALSO: Web Management and Operations Records: Structure (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.

ITEM #	*STANDARD 8: RISK MANAGEMENT RECORDS*		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
8.01	**ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)** SEE ALSO: Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee 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.	
8.02	**DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY**	Retain in office permanently.	Authority: G.S. 166A-19.22

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.03	**DISASTER AND EMERGENCY MANAGEMENT PLANS** @ Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
8.04	**DISASTER RECOVERY** Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.	a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
8.05	**EMERGENCY DRILLS AND EQUIPMENT RECORDS** Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
8.06	**EMERGENCY NOTIFICATIONS** Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency.	Destroy in office after 1 year.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.07	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees. SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	
8.08	**FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS** Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	a) Destroy in office inspection reports after 7 years. b) Destroy in office safety audits after 3 years. c) Destroy in office remaining records when superseded or obsolete.	
8.09	**FIXED NUCLEAR FACILITIES PLANS FILE** Records concerning emergency plans for county fixed nuclear facilities.	Destroy in office when superseded or obsolete.	
8.10	**FUEL OIL STORAGE TANK RECORDS**	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.11	**HAZARDOUS MATERIALS MANAGEMENT** Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records. SEE ALSO: Safety Data Sheets (below). *Note: Title 10A of the NC Administrative Code provides guidelines about the records requirements for persons who receive, possess, use, transfer, own or acquire any sources of radiation within the State of North Carolina.*	a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency. b) Destroy in office asbestos records 1 year after building is demolished. *(Note: If building is sold, transfer records to new owner.)* c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans. e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion. f) Destroy in office remaining records after 30 years.	Retention: 29 CFR 1910.1001(j)(3)(ii)

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.12	**INSURANCE POLICIES** Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
8.13	**LOSS CONTROL INSPECTION REPORTS** Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	
8.14	**LOST, STOLEN, OR DAMAGED PROPERTY REPORTS** Includes reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
8.15	**NATIONAL FLOOD INSURANCE PROGRAM RECORDS** Records concerning the participation of a local government agency in FEMA's National Flood Insurance Program (NFIP). Includes floodplain management ordinances, maps, and other related records.	a) Retain in office permanently floodplain management ordinances. b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete.	

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
8.16	**OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)** Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
8.17	**SAFETY DATA SHEETS** Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. *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.*	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

** No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page A-5.*

± The agency hereby agrees that it 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." Please use the space provided.

@ In some cases, more specific record retention and disposition requirements can be found in the relevant program schedule. See the appendix for pointers to such records series.

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

ITEM #	*STANDARD 9: WORKFORCE DEVELOPMENT RECORDS*		
	RECORDS SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
9.01	**AUDIT/AUDIT RESOLUTIONS** Records concerning reports from financial and compliance audits conducted on Workforce Investment Act programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
9.02	**LOCAL AREA JOB TRAINING PLAN RECORDS** Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
9.03	**PARTICIPANT RECORDS** 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. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and Workforce Investment Act follow-up questionnaires.	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

* *No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See* ***AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,*** *page A-5.*

± *The agency hereby agrees that it 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." Please use the space provided.*

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this "records retention and disposition schedule"?

A. This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency 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 N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

A. This schedule must be approved by your governing body for use in your agency. 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. Am I required to have all the records listed on this schedule?

A. No, this is not a list of records you must have in your office.

Q. What is "reference value"?

A. Items containing "reference value" in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase "destroy in office when reference value ends" in the disposition instructions.

Q. Do the standards correspond to the organizational structure of my agency?

A. Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, 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 agency.

Q. What if I cannot 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 function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-19) can be used for such requests.

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.

Q. Is any person allowed to see my records?

A. Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

> "Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at ± 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."

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 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.

Q. Am I required to make available to the public copies of drafts that have not been approved?

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is "finished" or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of *"a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests** of persons"* (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records

available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.

- Adoptions, marriages, and divorces document changes in familial relationships. Though adoptions are confidential (not available for public inspection), they document changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

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 constituents. Two criteria for determining historical value are inherent interest and extraordinary documentation:

- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
- Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of residents and organizations?
- Do they have a long-term impact on residents and organizations?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not 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.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

A. We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on page A-22. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

A. Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, 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.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all 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 local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

A. Call a Records Management Analyst. We will help you examine the records and assess their historical value.

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 a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

A. If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be 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 (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency 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.

TRANSITORY RECORDS

Transitory records are defined as "record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use."[3]

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 characteristics, 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 approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called "transitory records." The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the *General Records Schedule: Local Government Agencies*, their office's Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, "while you were out" slips, memory aids, etc.?

A. Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, "while you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the *General Records Schedule: Local Government Agencies* or your office's Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

A. Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

[3] Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

A. If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-signatures

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are "Retain in office permanently," which means that those records must be kept in your offices forever.

Q. How do I destroy records?

A. After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:

1) burned, unless prohibited by local ordinance;
2) shredded, or torn so as to destroy the record content of the documents or material concerned;
3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency's approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact a Records Management Analyst. An 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 (page A-20) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

A. We recommend that you report on your records retention activities to your governing board 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. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, https://archives.ncdcr.gov/government/rm-tools).

Destructions Log

County/Municipality					
Division		**Section**		**Branch**	
Location(s) of Records					

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			

ELECTRONIC RECORDS:
E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

A. E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **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 e-mail 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 e-mail simply because storage limits have been reached.** Some examples of e-mail 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 (available online at the State Archives of North Carolina website) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

A. We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 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 e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

A. You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging). Contact a Records Management Analyst 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** (N.C. Gen. Stat. § 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 Natural and 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 need to take precautions with electronic 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 must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

A. The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

A. There are numerous documents available on the State Archives of North Carolina website (https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years (see Leave Records, STANDARD 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (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.

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

For more information, see **STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS.**

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.

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 https://it.nc.gov/about/boards-commissions/gicc.

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.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

A. Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

A. The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.

Q. How do I start the process of backing up the above listed records?

A. We have three processes for creating backup film copies of these records. 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 Records for Security Preservation Copy** form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, 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. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "Transfer of Minutes in Digital Formats for Microfilming" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

A. Contact the Records Management Analyst in charge of imaging coordination who will help you 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.

Q. Can I obtain digital copies of the security preservation records?

A. Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

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) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. 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 are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

A. We will do everything we can to visit you at the earliest opportunity in order 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.

Q. What can I do to prepare for an emergency?

A. We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.

Q. What are essential records?

A. Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:

- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
- **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as "rights-and-interests" records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

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 a 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
- Disaster preparedness and recovery
- Confidentiality
- Organizing paper and digital files
- Digital communications

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

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. To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (https://archives.ncdcr.gov/government/local/analysts).

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see https://archives.ncdcr.gov/government/training/webinars. You can also find several online tutorials available on the State Archives of North Carolina website (https://archives.ncdcr.gov/government/training/online-tutorials-and-resources).

Request for Change in Local Government Records Schedule

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.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

☐ Add a new item
☐ Delete an existing item — Standard Number _____ Page _____ Item Number _____
☐ Change a retention period — Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records: Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by: _____
Signature Title Date

Approved by: _____
Signature Requestor's Supervisor Date

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of N.C. Gen. Stat. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator
State Archives of North Carolina Date

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:	**Date (MM-DD-YYYY):**
Phone (area code):	**Email:**
County/Municipality:	**Office:**
Mailing address:	

Records Series Title A group of records as listed in records retention schedule	**Description of Records** Specific records as referred to in-office	**Inclusive Dates** (1987-1989; 2005-present)	**Approx. Volume of Records** (e.g. "1 file cabinet," "5 boxes")	**Retention Period** As listed in records retention schedule

Requested by: _____

Signature Title Date

Approved by: _____

Signature Requestor's Supervisor Date

Concurred by: _____

Signature Assistant Records Administrator, State Archives of North Carolina Date

File Plan

County/Municipality					
Division		**Section**		**Branch**	

Records Series	**Records Creator**	**Records Owner** (if record copy is transferred within the agency)	**Media** (Paper, Electronic, Scanned)			**Required Retention**	**Location(s) of Records**
			P	**E**	**S**		

Related Records Series Found in Local Agency Program Schedules

In some limited cases, records series with similar names and/or functions that are created and maintained by local government entities have not been superseded by the *General Records Schedule: Local Government Agencies*. These records series are described as unique records series in one of the local program retention schedules issued separately by DNCR for use by specific local agencies. This duplication occurs when records with similar names and/or functions have different retention guidance due to statutory, legal, evidentiary, or fiscal requirements. An example of this is the accounts receivable records series. In the *General Records Schedule*, the Accounts Receivable records series has a disposition instruction of "Destroy in office 3 years after collection." In the *Local Health Departments Schedule*, the Accounts Receivable: Clinical Services records series also includes the disposition instruction, "Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions." In both cases, the records series documents the money received by the local agency, however, the retention requirements for the Accounts Receivable: Clinical Services differ due to specific retention requirements concerning the management and dispersal of grant funds.

The purpose of this table is to provide a source for determining if the general records series item listed in the *General Records Schedule: Local Government Agencies* covers the function and/or retention requirements associated with the records created by your agency or if a specific program schedule applies. This table provides pointers to the relevant records series that can be found in one or more of the local agency program schedules.

Here's how to use the table:

- The records series found in the left-most column are listed and described in the *General Records Schedule: Local Government Agencies* and appear in this schedule with a @ beside them.

  ACCOUNTS RECEIVABLE @

  Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.

- The middle column lists similar records series from one or more of the schedules that have been issued separately for use by specific local agencies.
- The right-hand column lists the local agency program schedule that includes the records series listed in the middle column. The agencies represented in the right column include, but are not limited to, local health departments, Registers of Deeds, Sheriff's offices, local social services agencies, and tax offices.

If you need further information, please contact a Records Management Analyst.

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable	Accounts Receivable: Clinical Services	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable (cont.)	Accounts Receivable – Client Services	LME Schedule LME-MCO Schedule
Administrative Directives, Regulations, and Rules	State Board of Elections Numbered Memos	County Board of Elections Schedule
Audits: Financial	Clinical Record Audits	Local Health Departments Schedule
	Clinical Record Audits	LME Schedule
	Clinical Record Audits	LME-MCO Schedule
Audits: Performance	Pharmacy Audit Records	Local Health Departments Schedule
Blueprints and Specifications	Blueprints and Specifications Project Records – Core	Local Government Agencies Program Schedule
Community Awards	Student Awards and Honors Records	Local Public School Unit Schedule
Conferences and Workshops	Health Promotion Training Records	Local Health Departments Schedule
Constituent Comments, Complaints, Petitions, and Service Requests	Animal Complaint Records Illegal Dumping File Violations: Building and Housing Violations: Solid Waste Management Complaints (Law Enforcement)	Local Government Agencies Program Schedule
	Complaints	County Sheriff's Office
	Complaints: All Service Areas	County Social Services Agencies Schedule
	Animal Complaints	Local Health Departments Schedule
	Complaints File	LME Schedule
	Complaints File	LME-MCO Schedule
Contracts, Leases, and Agreements	School Health Provider Contracts	Local Health Departments Schedule
	Petroleum Leases Register	Register of Deeds Schedule
Disaster and Emergency Management Plans	Public Health Emergency Preparedness and Response Records	Local Health Departments Schedule
Equipment and Vehicle Maintenance, Repair, and Inspection Records	Equipment and Instrument Maintenance and Repair File	Local Health Departments Schedule
	Autopsy and Surgical Pathology: Instrument Maintenance Records Clinical Laboratory Records: Instrument Maintenance Records Cytology Records: Instrument Maintenance Records File Instrument Maintenance File	Public Hospitals Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Grants Grants: Financial	CDBG Records CDBG Outstanding Loan Balances CDBG Subject to Reversion of Assets Provisions or Change of Use of Real Property Continuum of Care Records Emergency Solutions Grants Records Home Investment Partnerships Program Records Housing Assistance for Persons with Disabilities Housing Opportunities for Persons with AIDS Records	Local Government Agencies Program Schedule
Indices	Board of Adjustment Case Files and Indexes Conditional Use Permit Records and Index Rezoning Records and Indexes	Local Government Agencies Program Schedule
	Master Client Identification File (Master Client Index)	LME Schedule LME-MCO Schedule
	Master Patient Index	Public Hospital Schedule
	Armed Forces Discharges and Index Chattel Mortgages and Index Corporations (Incorporations) Records and Index Deeds, Record of and Index Deeds of Trust (Mortgages), Record of and Index Highway Right-of-Way Maps and Index Land Sold for Taxes and Index Merchant Returns and Index Mineral Rights Records and Index Notaries Public Records and Index Official Record Book and Index Partnerships and Assumed Names Records and Index Plats, Maps, and Index Registration of Titles (Torrens Act) and Index Surveys, Record of and Index Timber Marks and Index Vital Records: Births and Index Vital Records: Deaths and Index Vital Records: Delayed Births and Index	Register of Deeds Schedule
Inventories	Drug Inventories	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Inventories (cont.)	Drugs Inventories	Public Hospitals Schedule
Maps: All Other	Utilities: Maps (Utility Installations & Distributions)	Local Government Agencies Program Schedule
	Plats, Maps, and Index	Register of Deeds Schedule
	Maps (Utility Installations and Distributions)	Water and Sewer Authorities and Sanitary Districts Schedule
Policies and Procedures	Clinical Policies and Procedures Laboratory Procedures Manual Behavioral Health Program Policy and Procedure Records	Local Health Departments Schedule
	Laboratory Procedures/Protocol File	Public Hospitals Schedule
Poll List/Registration List/Roster/Authorization to Vote (ATV)	Poll List/Registration List/Roster/Authorization to Vote (ATV)	County Board of Elections Schedule
Projects	Appraisal Project File Project Records – Cancelled Project Records – Core Project Records – Engineering & Compliance	Local Government Agencies Program Schedule
	State Board of Elections Correspondence and Reports	County Board of Elections Schedule
	Water and Wastewater System Project Records	Waste and Sewer Authorities and Sanitary Districts Schedule
Publicity Records	Student Publicity Records	Local Public School Unit Schedule
Rate and Fee Schedules	Fee Schedules	Local Health Departments Schedule
	Fee Schedules	LME Schedule
	Fee Schedules	LME-MCO Schedule
Recordings: Customer Call Center Recordings Audio-Visual Recordings	Traffic Video Recordings and Data Law Enforcement Audio and Video Recordings Communication Records Electronic Recordings of Interrogations	Local Government Agencies Program Schedule
	Audio and Video Recordings Communication Records Electronic Recordings of Interrogations (Juvenile and Homicide)	County Sheriff's Office

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies	Land Development and Planning Studies and Reports Ambulance Call Reports/Patient Care Reports North Carolina Fire Incident Report Pool Records Environmental: Customer Usage Records Environmental: Discharge Monitoring Reports Environmental: Landfill Monitoring Reports Environmental: Reports Submitted to U.S. Environmental Protection Agency Utilities: Daily Water and Wastewater Facility Operators Logs Utilities: Service Interruption Records Utilities: Wastewater Maintenance Operation Reports Water Quality: Pretreatment Program Records Water Quality: Public Water Sanitary Survey Records Appraisal Reports Traffic Analysis Project Records – Core Project Records – Engineering & Compliance Alarm Call Reports Arrest Reports Chemical Analysis Records Crime Analysis Records Detention Facility Incident Reports Detention Facility Physical Force Records Incident Response Reports Inmate Death Reports Laboratory Case Records Multiple Firearms Sales Reports Multiple Firearms Sales Reports Destruction Records Traffic Accident Reports	Local Government Agencies Program Schedule

(continued on following page)

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies (cont.)	Daily Store Reports Monthly Law Enforcement Activity Reports Monthly Operating Report to Board Receiving Report Sales Reports Stock Difference Reports Weekly Warehouse Reports	Alcoholic Beverage Control Boards Schedule
	Campaign Contribution and Expenditure Reports Ballot Reports State Board of Elections Correspondence and Reports Voter Registration Lists and Reports	County Board of Elections Schedule
	Alarm Call Reports Arrest Reports Detention Facility Incident Reports DWI Reports Incident Response Reports Inmate Death Reports Traffic Accident Reports	County Sheriff's Office
	Program Time and Activity Reports Medicare Disbursement Reports Communicable Disease Reports Test Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports	Local Health Departments Schedule
	Medicare Disbursement Reports	LME Schedule LME-MCO Schedule
	Admission/Discharge/Transfer Reports Communicable Disease Reports Call-In Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports	Public Hospitals Schedule

(continued on following page)

Local General Schedule Records Series	Related Records Series	Local Program Schedule
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Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Proposed EMS Fee Schedule Amendment

Date: January 18, 2022

A change in our EMS fees has been recommended by our billing company, Colleton. They are recommending this so we do not leave money on the table for services provided. These rates are in line with other providers around us.

Action Recommended:

Motion to approve the proposed fee schedule amendment

Board Action is Needed

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www.greenecountync.gov

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COMPANY CODE	CHARGE CODE	HCPCS	SERVICE DESCRIPTION	CHAR(ZONE C
GCEMS	MILE	A0425	Ground mileage, per statute mile	NULL
GCEMS	ALS	A0426	Ambulance service, advanced life support, non-emergency transport, level 1 (ALS 1)	NULL
GCEMS	ALSE	A0427	Ambulance service, advanced life support, emergency transport, level 1 (ALS 1 emerge	NULL
GCEMS	BLS	A0428	Ambulance service, basic life support, non-emergency transport (BLS)	NULL
GCEMS	BLSE	A0429	Ambulance service, basic life support, emergency transport (BLS, emergency)	NULL
GCEMS	ALS2	A0433	Advanced life support, level 2 (ALS 2)	NULL
GCEMS	SPTCR	A0434	Specialty care transport (SCT)	NULL
GCEMS	TNTAL	A0998	Ambulance response and treatment, no transport	NULL
GCEMS	TNTBL	A0998	Ambulance response and treatment, no transport	NULL
GCEMS	MILE+			NULL
GCEMS	OOCM		Out of County Mileage	NULL
GCEMS	ALS	A0426	Ambulance service, advanced life support, non-emergency transport, level 1 (ALS 1)	PHP
GCEMS	ALSE	A0427	Ambulance service, advanced life support, emergency transport, level 1 (ALS 1 emerge	PHP
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GCEMS	RT			PHP
GCFRU	MILE	A0425	Ground mileage, per statute mile	NULL
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GCFRU	TNTAL	A0998	Ambulance response and treatment, no transport	NULL
GCFRU	MILE+			NULL
GCFRU	MILER			NULL
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GCHOO	MILE3			NULL
GCHOO	OOCM		Out of County Mileage	NULL
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Commissioners
Bennie Heath - Chairman
James T. Shackleford-Vice Chair
Jerry Jones
Susan Blizzard
Derek Burress

GREENE COUNTY
A Place To Grow. The Way To Live.

County Manager
Kyle J. DeHaven

Finance Officer
Beverly T. Stroud

County Attorney
Gay Stanley

From: Kyle J. DeHaven, County Manager

Re: Year in review

Date: January 18, 2022

I am attaching a list of accomplishments completed, or nearly completed by the County in Calendar year 2021. This list is very thorough of accomplishments met in the year. I will take this time to recognize the departments and staff that contributed to the successful completion of these projects and tasks. The Manager will be available for questions at this time.

Action Recommended:

Informational

No Board Action is Needed

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The new year is always a hopeful moment. As we celebrate the conclusion of one year and the beginning of another, we must reflect on the previous year with the knowledge that better days are ahead of us - despite all our problems and disagreements!

Economic Development:

Announced that Wynn Beverage purchased the property formerly occupied by Billy Beer at the Industrial Complex in Walstonburg.

Announced that Cornell Dubilier Electronics, Inc., has acquired the capacitor producing assets of NWL, Inc.

Announced that the Town of Snow Hill was chosen to participate in Community Economic Recovery and Residency Initiative Program.

Revised the existing "Business Incentive Program" to be consistent with Lenoir and Wayne Counties.

The county approved a resolution to provide incentives for Capital Expenditures (Capex) if businesses meet specific guidelines.

Appointed the first members to the GTP Regional Advisory Board.

Worked with local businesses to start the "Greene County Manufacturer's Association."

Project Hive (Building Envelope Erection Services) - will invest $1,250,000 and create 17 new jobs at its facility on Nahunta Road outside Snow Hill. BEES fabricates, assembles, and installs building frames

Project Excite (Precision Graphics) - will create 70 new jobs, and invest $5.1 million in Snow Hill to open a new electronics manufacturing and fulfillment facility.

The Economic Development and Planning Departments worked with serval other state agencies and officials to form the "Greene County DOT Advisory Committee" which was responsible for approving a flashing yellow light at the intersection of Shine Crossroad. The committee also approved several four-way stops in the Walstonburg and Hookerton areas. They also requested that the state study and make recommendations to several other areas in the county.

Facilities:

Completed repairs and renovations to several buildings including the county office complex and operations center.

Purchased Energy Recovery Ventilators for the Justice Center.

Approved a new storage facility for the Board of Elections and approved a new building in public works for the water department.

Approved custodial maintenance contract with Red Coats, to provide cleaning services to all county facilities.

Approved asphalt paving for several facilities including the recreation complex, cooperative extension building, farmer's market, and EMS building.

Obtained an additional $325,000 - Gold Leaf Foundation grant for the Operations Center.

Approved an amendment to replace the HVAC units at the Cooperative Extension Agency.

Removed several invasive and damaged trees from county properties. Discussed letting the grass re-grow and having the area professionally maintained or through the local garden club.

Approved an amendment to install touchless bathroom fixtures for Health and Human Services building.
Approved an amendment to replace the roof at the Operations Center.

- Planning and Building Inspection:

Combined departments into a "one-stop-shop"
Approved amendment to the Zoning Ordinance
Approved amendment to the Subdivision Ordinance
Approved amendment to the Building Code Ordinance
Approved amendment to the Flood Prevention Ordinance

- Health Department:

The Health Department requested that the county look into upgrading the phone system in the Health and Human Services building to add additional lines due to an increase in calls during vaccine appointments.
The department was one of the first counties in the state to schedule vaccine appointments online.

- Emergency Management and EMS:

Signed agreement with Dr. Bryan Kitch to serve as the county's Medical Director.
Commissioners met with Dr. Kitch to discuss several issues including transporting patients to the nearest facility, lack of paramedic coverage, and the volunteer response rate.
Approved revisions to the Emergency Management Ordinance
Discussed needs for the county's paramedic transition plan
Approved an amendment to the position classification plan for EMS - three supervisor positions, hiring of an EMS Manager, and approved the purchase of a new ambulance.
Funded the first responder program ($2,500) which is now offered to all fire departments in the county.
Restored volunteer EMS funding for one year.
Approved and updated the EMS educational agreement and agreed to begin paying newly certified paramedics "paramedic pay" even though the county is not yet approved to provide paramedic coverage.
Approved a budget request for a new Ford 150 QRV.

- Recreation Department:

Approved an agreement with Tar Heel Amusements to place ATMs at the Recreation Complex and Wellness Center.
Created a successful "Track Out Program" for students during the pandemic.
Created a new volleyball league for kids including hosting free volleyball camps.
Hosted the 9-year old Babe Ruth Baseball Southeast Regional and a softball tournament the same night.

- Sheriff's Office:

Approved an amendment to purchase Axon body cameras for deputies using ARP funds.
Agreed to the Sheriff's budget hearing request to hire an additional administrative assistant.
Discussed the removal of school resource officers in the schools. Commissioners recommended that the county manager speak with the Sheriff and get his opinion on proving private security to cover the final two weeks of the 2020-2021 school year.
Approved an 11% salary increase for deputies below the rank of captain.

Approved a budget request for 3 new Sheriff vehicles.

- Public Information:

Upgraded the existing county website and created a new social media page for the county.
Created a text messaging system for the Board of Elections that will answer frequently asked questions that citizens may have when there is no election official available.
Worked to make commissioner meetings ADA accessible.
Approved the hiring of a part-time "Communications Liaison" that will also work with the Emergency Management during disasters and incidents as the county's "Public Information Officer."

- Register of Deeds:

Approved the removal of several real estate books so that they could be professionally restored.
All Register of Deeds records are now online.

- Animal Control:

Received notice from the state of six potential violations at the Animal Shelter. The county manager defended the department and discussed several corrective actions that have been taken to avoid repeat findings.
Approved the purchase of a new vehicle for Animal Control.

- Finance Department:

Approved a resolution authorizing the Finance Officer to engage in electronic payments.
Discussed a new subscription-based software called "Intelligent Portfolio."
Revised the county purchasing policy.
Revised the county travel policy.
Created a monthly financial report for the commissioners
Successfully worked to remove the county from the LGC list

- Greene County Senior Center:

Named "A Center of Excellence"

- Public Works Department:

Approved a resolution accepting the conveyance of the Arba Water Corporation.
Discussed automated meter portal and the issues it has been having during the past 6-7 years.
Approved purchase of a new excavator for the landfill.
Awarded the contract for the SCADA project
Signed a wastewater agreement with the Town of Farmville to increase the amount of wastewater that is pumped to the town.
Replaced signs on the trash containers at the convenience sites in both English and Spanish
Replaced the septic tank at the Guthrie-Turner convenience site.
Purchased a new trash container for the Browntown convenience site.

- Transportation Department:

Signed Medicaid transportation agreements with Modivcare and OneCall
Approved amendment to pay classification plan to increase the starting salary for part-time drivers, approved an additional dispatcher and administrative assistant.

- Tax Administration:

Completed required property reevaluation that is required by law every 8 years.
Hired a new Tax Administrator

Successfully conducted several Board of Equalization and Review hearings.

- Department of Social Services:

Hired a new DSS Director
Hired a new department-level finance officer
Created a monthly financial report for the board members
Updated disaster relief shelter assignments
Updated the policy on the disposition of unclaimed bodies

- Cooperative Extension Agency:

Hired a new Cooperative Extension Director
Announced that the North Carolina Tobacco Trust Fund Commission awarded $56,000.00 for renovations to the farmer's market.

- General Government:

Approved a 3% salary increase for all employees
Voted to send letters of support to Harvest Beam and InfinityLink during the GREAT grant application process.
Requested that public letters of support and resolutions be submitted a month in advance.
Approved amendments to the "Board Appointment Policy."
Requested that personal information such as address and phone numbers be removed from board appointment applications when they are posted online.
Commissioner Burress requested that the Economic Development department work with the Farmer and Dail to get their business approved for any grants that they may qualify for since they were in the process of applying for a grant when the business incentive grant program was updated.
Updated the "request to be on agenda" form. Requested that the form be added to the new county website so that individuals can submit it online.
Approved premium pay for employees using ARP funds.
Adopted a county-wide "Whistleblower" policy
Approved revision to an ordinance - Chapter 34 - Board of Commissioners: Section 34.01 "Rules of Procedure."
The county attorney reviewed all existing county ordinances. The approved changes and corrections were sent to American Legal Publishing.
Requested that the county manager begin the process for hiring a Human Resource Officer - this position will be budgeted in 2022.
Signed the National Opioid Settlement
Increased residential and DOC sewer rate by 5%
Increased household county solid waste by $6.00 and $3.00 for non-county solid waste.

GREENE COUNTY FINANCIAL SUMMARY
DECEMBER 31, 2021

GREENE COUNTY
NORTH CAROLINA

GENERAL FUND

REVENUES	BUDGET	DECEMBER	YTD	YTD%
AD VALOREM TAXES	(9,666,000)	(2,730,120)	(6,986,927)	72.28%
TAXES/LICENSES-OTHER	(5,098,757)	(464,449)	(1,763,192)	34.58%
SALES & SERVICES	(1,818,571)	(150,652)	(809,729)	44.53%
MISCELLANEOUS GENERAL REVENUE	(522,100)	(2,938)	(30,034)	5.75%
PROGRAM SPECIFIC REVENUE	(580,007)	(39,958)	(197,047)	33.97%
DEPT OF SOCIAL SERVICES REVENUE	(2,403,390)	(155,681)	(708,682)	29.49%
PUBLIC HEALTH REVENUE	(1,525,183)	(70,871)	(826,866)	54.21%
TRANSFERS IN	(34,800)	0	0	0.00%
FUND BALANCE APPROPRIATED	(569,892)	0	0	0.00%
TOTAL REVENUES	**(22,218,699)**	**(3,614,670)**	**(11,322,478)**	**50.96%**

EXPENSES	BUDGET	DECEMBER	YTD	YTD%
GOVERNING BODY	135,005	2,590	77,085	57.10%
GENERAL GOVERNMENT	437,050	41,475	353,918	80.98%
ADMINISTRATION	845,841	66,709	359,737	42.53%
TAX	521,428	29,984	208,717	40.03%
COURT	25,130	777	10,610	42.22%
ELECTIONS	298,462	17,400	129,738	43.47%
REGISTER OF DEEDS	278,218	25,598	144,065	51.78%
BUILDING INSPECTIONS	444,206	29,846	238,878	53.78%
ANIMAL CONTROL	206,078	14,646	127,949	62.09%
SHERIFF	1,754,170	121,441	696,368	39.70%
JAIL	1,645,660	603,982	1,065,445	64.74%
EMERGENCY MANAGEMENT	248,156	13,350	154,646	62.32%
EMERGENCY MEDICAL SERVICES	1,720,181	128,177	814,537	47.35%
COMMUNICATIONS/DISPATCH	516,754	42,988	244,045	47.23%
PUBLIC BUILDINGS	697,026	59,330	362,806	52.05%
FORESTRY	78,734	5,427	24,805	31.50%
ECONOMIC DEVELOPMENT	83,907	6,608	56,353	67.16%
JUVENILE RESTITUTION	55,253	3,987	19,987	36.17%
COOPERATIVE EXTENSION	269,267	17,852	90,783	33.71%
SOIL CONSERVATION	138,488	13,497	70,605	50.98%
VETERANS	29,054	2,363	13,646	46.97%
DJJDP YOUTH PROGRAM	45,645	3,737	22,422	49.12%
SCHOOL	3,476,600	292,947	1,600,785	46.04%
COMMUNITY COLLEGE	240,000	20,000	120,000	50.00%
LIBRARY	139,500	11,625	69,750	50.00%
MENTAL HEALTH	66,018	5,502	33,009	50.00%
RECREATION	426,544	30,719	257,817	60.44%
FARMERS MARKET	8,275	410	1,587	19.17%
DEPT OF SOCIAL SERVICES	3,761,211	257,992	1,440,891	38.31%
PUBLIC HEALTH	2,489,580	127,648	833,514	33.48%
SENIOR SERVICES	311,061	24,325	142,286	45.74%
TRANSFERS OUT	826,198	0	2,542	0.31%
TOTAL EXPENSES	**22,218,699**	**2,022,934**	**9,789,324**	**44.06%**
REVENUES UNDER (OVER) EXPENSES	**0**	**(1,591,736)**	**(1,533,154)**	

UTILITY FUND

REVENUES	BUDGET	DECEMBER	YTD	YTD%
CHARGES FOR SERVICES-WATER	(2,572,000)	(178,915)	(1,224,399)	47.60%
CHARGES FOR SERVICES-SEWER	(716,000)	(60,392)	(378,904)	52.92%
ALTERNATIVE WATER FEES	(731,000)	(65,855)	(396,078)	54.18%
LATE FEES/SERVICE CHARGES	(98,000)	(10,050)	(57,395)	58.57%
INTEREST	(1,000)	6	(3)	0.30%
MISCELLANEOUS REVENUE	(16,000)	(4,211)	(33,073)	206.71%
FUND BALANCE APPROPRIATED	(151,542)	0	0	0.00%
TOTAL REVENUES	**(4,285,542)**	**(319,417)**	**(2,089,852)**	**48.77%**

EXPENSES	BUDGET	DECEMBER	YTD	YTD%
SALARIES/FRINGES	647,012	53,608	320,520	49.54%
OPERATING	2,880,836	320,096	898,568	31.19%
DEBT PRINCIPAL/INTEREST	289,694	0	0	0.00%
CAPITAL OUTLAY	468,000	0	108,760	23.24%
TRANSFERS OUT	0	0	0	0.00%
TOTAL EXPENSES	**4,285,542**	**373,704**	**1,327,848**	**30.98%**
REVENUES UNDER (OVER) EXPENSES	**0**	**54,287**	**(762,004)**	

LANDFILL FUND

REVENUES	BUDGET	DECEMBER	YTD	YTD%
SOLID WASTE FEES	(622,070)	(161,870)	(443,956)	71.37%
SOLID WASTE/SCRAP TIRE/WHITE GOODS TAX	(47,500)	0	(16,225)	34.16%
MISCELLANEOUS REVENUE	(400)	(11,176)	(24,528)	6132.00%
CHARGES FOR SERVICES	(117,569)	(7,459)	(55,225)	46.97%
TRANSFERS IN	(185,000)	0	0	0.00%
FUND BALANCE APPROPRIATED	0	0	0	0.00%
TOTAL REVENUES	**(972,539)**	**(180,505)**	**(539,934)**	**55.52%**

EXPENSES	BUDGET	DECEMBER	YTD	YTD%
LANDFILL OPERATING	279,765	17,488	161,848	57.85%
COLLECTIONS OPERATING	419,685	36,858	204,057	48.62%
LANDFILL CLOSURE	12,400	0	0	0.00%
SCRAP TIRE	28,000	1,949	10,455	37.34%
WHITE GOODS	3,000	0	1,635	54.50%
CAPITAL OUTLAY	229,689	0	168,997	73.58%
TOTAL EXPENSES	**972,539**	**56,295**	**546,992**	**56.24%**
REVENUES UNDER (OVER) EXPENSES	**0**	**(124,210)**	**7,058**	

TRANSPORTATION FUND

REVENUES	BUDGET	DECEMBER	YTD	YTD%
CHARGES FOR SERVICES	(180,188)	(8,580)	(60,277)	33.45%
GRANTS	(254,041)	(14,003)	(178,236)	70.16%
MISCELLANEOUS REVENUE	(100)	1	0	0.00%
FUND BALANCE APPROPRIATED	(44,623)	0	0	0.00%
TOTAL REVENUES	**(478,952)**	**(22,582)**	**(238,513)**	**49.80%**

EXPENSES	BUDGET	DECEMBER	YTD	YTD%
SALARIES/FRINGES	371,983	33,205	162,382	43.65%
OPERATING	106,969	(1,656)	53,346	49.87%
CAPITAL	0	0	0	
TRANSFERS OUT	0	0	0	
TOTAL EXPENSES	**478,952**	**31,549**	**215,728**	**45.04%**
REVENUES UNDER (OVER) EXPENSES	**0**	**8,967**	**(22,785)**	

FUND BALANCES

	June 30, 2019	June 30, 2020
NONSPENDABLE: PREPAIDS	75,203	443,603
STABILIZATION BY STATE STATUTE	2,345,875	1,712,891
REGISTER OF DEEDS	71,341	34,880
HEALTH DEPARTMENT	1,168,338	1,459,968
SHERIFF DEPARTMENT	5,748	6,303
ECONOMIC DEVELOPMENT	127,647	100,104
USDA LOAN PAYMENTS	1,038,884	1,170,138
GREENE COUNTY ABC BOARD	38,117	69,754
TAX REVALUATION	159,133	79,604
SPECIAL REVENUE FUNDS	126,429	33,965
CAPITAL PROJECT FUNDS	505,888	0
SUBSEQUENT YEAR'S EXPENDITURES	131,121	243,650
UNASSIGNED FUND BALANCE	5,884,180	7,091,319
TOTAL FUND BALANCES	**11,677,904**	**12,446,179**