

**BOARD OF ALDERMEN**

**ITEM NO. C(4)**

**AGENDA ITEM ABSTRACT**

**MEETING DATE:**

**TITLE: Resolution Approving the North Carolina Records Retention and Disposition Schedule**

<b>DEPARTMENT: Town Clerk</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Resolution B. Records Retention and Disposition Schedule Executive Summary	<b>FOR INFORMATION CONTACT:</b> Cathy Wilson, 918-7309

**PURPOSE**

The purpose of this item is for the Board to consider approval of the North Carolina Records Retention and Disposition Schedule as published by the North Carolina Department of Cultural Resources and last updated on May 19, 2009.

**INFORMATION**

The Records Retention and Disposition Schedule (199 pages located at: [http://www.records.ncdcr.gov/local/municipal\\_2009.pdf](http://www.records.ncdcr.gov/local/municipal_2009.pdf)) is a tool for the employees of municipal governments to use when managing the records in their offices. It lists records commonly found in municipal offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between the Town of Carrboro and the Department of Cultural Resources.

**FISCAL AND STAFF IMPACT**

The Town of Carrboro is currently involved in the practice of participating in the Department of Cultural Resources' microfilming service. There is a nominal fee for filming and duplicate film. However, no change in budgeting is required at this time.

**RECOMMENDATION**

The Board of Aldermen is requested to consider approval of the attached resolution.