

## RESOLUTION 2019-09

### RESOLUTION APPROVING THE 2019 MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE PROMULGATED BY THE NORTH CAROLINA DIVISION OF ARCHIVES AND RECORDS AND FURTHER AUTHORIZING AGREEMENT WITH THAT DIVISION

**WHEREAS**, the North Carolina Division of Archives and Records of the Department of Cultural Resources is responsible for assisting local governments in records management, including the destruction of obsolete records and the protection of essential records, as provided by Chapters 121 and 132 of the General Statutes of North Carolina; and

**WHEREAS**, the municipal records management program provides advice, service and training in the control, maintenance, preservation and disposal of official public records in the custody of local governmental units; and

**WHEREAS**, on March 1, 2019, the North Carolina Department of Cultural Resources adopted a new Municipal Records Retention and Disposition Schedule and authorized each municipality to enter into an agreement with the Division of Archives and Records approving that Schedule; and

**WHEREAS**, revisions from the 2012 Municipal Records Retention and Disposition Schedule focus on the new "administrative value" policy; and

**WHEREAS**, it has been recommended by the Division of Archives and Records, and the Town of Oriental hereby agrees, that the Town will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "*destroy when administrative value ends*"; and

**WHEREAS**, it is deemed in the best interest of the Town of Oriental to approve the 2019 Municipal Records Retention and Disposition Schedule and to authorize municipal officials to act in accordance with the terms thereof.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ORIENTAL**

1. That the Municipal Records Retention and Disposition Schedule authorized and issued on March 1, 2019, by the Division of Archives and Records of the Department of Cultural Resources is hereby in all respects approved and adopted for use and as a guide for the Town of Oriental.

2. That, on behalf of the Town of Oriental, the Mayor and City Manager/Clerk are hereby authorized to execute the agreement found on Page I of the Schedule agreeing to the Schedule's terms.
3. That Oriental's municipal officials are authorized to seek approval from the Division of Archives and Records to destroy unscheduled or discontinued record series, not specifically covered by the Schedule, by using the forms and instructions found on in the Schedule. By way of illustration but not limitation, such records might include announcements, fax cover sheets, and information about reservations that have no further use of value for official or administrative purposes.
4. That this resolution shall be duly recorded and preserved in the minutes of the Town Council as a permanent record of such authorization and approvals as contained herein.

**ADOPTED this 27<sup>th</sup> day of June, 2019.**

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**Sally Belangia, Mayor**

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**Diane H. Miller, Clerk**