

## City Council – Action Request Form

**Date:** April 9, 2019  
**To:** The City Manager  
**From:** Angela I. Carmon, City Attorney

### Council Action Requested:

Resolution Approving a Municipal Records Retention and Disposition Schedule with the North Carolina Department of Cultural Resources.

**Strategic Focus Area:** Service Excellence

**Strategic Objective:** No

**Strategic Plan Action Item:** No

**Key Work Item:** No



### Summary of Information:

In 1984, the City Council adopted a resolution approving a municipal records retention and disposition schedule published by the North Carolina Department of Cultural Resources. The schedule contains a listing and brief description of records maintained in municipal offices and identifies the minimum period of time each record series shall be retained prior to disposal, thereby ensuring compliance with the General Statutes of North Carolina. It was revised in 1997 and amended in 2001, 2002 and 2003.

The Department of Cultural Resources published a revised municipal records retention and disposition schedule dated September 10, 2012, which superseded and replaced the 1997 schedule and subsequent amendments. Council adopted said schedule on February 18, 2013.

The Department of Cultural Resources published a revised schedule on March 1, 2019. Adoption of the attached resolution will approve the revised schedule for the City of Winston-Salem and authorize its execution.

### Committee Action:

<b>Committee</b>	<u>CDHGG 4/9/19</u>	<b>Action</b>	<u>Approval</u>
<b>For</b>	<u>Unanimous</u>	<b>Against</b>	<u></u>
<b>Remarks:</b>	<u></u>		