

City Council – Action Request Form

Date: February 12, 2024

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Angela I. Carmon, City Attorney

Council Action Requested:

Adoption of a Resolution Approving the 2021 Program Records Schedule for Local Government Agencies.

Strategic Focus Area: Service Excellence

Strategic Objective: N/A

Strategic Plan Action Item: N/A

Key Work Item: N/A



Summary of Information:

In January 2022, the Winston-Salem City Council updated its retention and disposition schedule for the retention and disposition of city records in accordance with the guidelines published by the North Carolina Department of Cultural Resources, the Division of Archives and Records (“Division”) Said Division has also published additional guidelines providing a retention and disposition period for program records applicable to local government agencies. The aforementioned program records schedule for local government agencies requires governing body approval. The required local government program scheduled, which is attached, is recommended for your approval.

Committee Action:

Committee	<u>CD/H/GG – 2/12/24</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks: