

RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY MANAGEMENT



Issued By:



NORTH CAROLINA
DEPARTMENT OF
**CULTURAL
RESOURCES**
WWW.NCCULTURE.COM

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

April 15, 2013

CONTENTS

APPROVAL	i
EXECUTIVE SUMMARY	ii
MANAGING PUBLIC RECORDS IN NORTH CAROLINA	iii
AUDITS, LITIGATION AND OTHER OFFICIAL ACTION	vi
DESTRUCTION OF PUBLIC RECORDS.....	vii
ELECTRONIC RECORDS AND DIGITAL IMAGING.....	viii
MICROFILM	xi
DISASTER ASSISTANCE	xii
STAFF TRAINING.....	xii
STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS	1
STANDARD-2. AIRPORT AUTHORITY RECORDS.....	16
STANDARD-3. ANIMAL CONTROL AND SHELTER RECORDS.....	18
STANDARD-4. BUDGET, FISCAL, AND PAYROLL RECORDS	21
STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS.....	31
STANDARD-6. EMERGENCY SERVICES RECORDS	43
STANDARD-7. GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS	50
STANDARD-8. INFORMATION TECHNOLOGY (IT) RECORDS	58
STANDARD-9. LEGAL RECORDS.....	63
STANDARD-10. PARKS AND RECREATION RECORDS	68
STANDARD-11. PERSONNEL RECORDS	71
STANDARD-12. PLANNING AND ZONING RECORDS	87
STANDARD-13. PUBLIC RELATIONS RECORDS	97
STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS	99
STANDARD-15. PUBLIC UTILITIES AND WASTE MANAGEMENT RECORDS	106
STANDARD-16. RISK MANAGEMENT RECORDS	112
REQUEST FORMS	116
INDEX	118

County Management Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision 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. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, 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. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

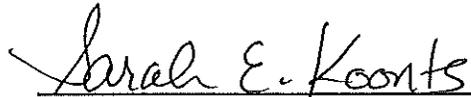
This local government agency and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*administrative value ends.*" The local government agency hereby agrees that it 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.*" If a county does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Cultural Resources to destroy the records with the disposition instruction "*destroy when administrative value ends.*"

The local government agency and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

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 is to remain in effect from the date of approval until it is reviewed and updated.

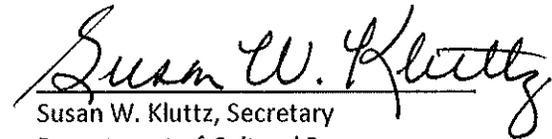
APPROVAL RECOMMENDED

Chief Administrative Officer/
County Manager


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Bd. County Commissioners


Susan W. Kluttz, Secretary
Department of Cultural Resources

County: _____

April 15, 2013

EXECUTIVE SUMMARY

- ✓ According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources (DCR). The State Archives of North Carolina is the division of DCR 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 county 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 which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever. In other cases, the retention period may be "destroy in office when administrative value ends." Administrative value is defined as, "the usefulness of records to support ancillary operations and the routine management of an organization." 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 administrative value ends."
- ✓ Email is a record as defined by G.S. §121-5 and G.S. §132. It is the content of the email that is critical when determining the retention period of a particular email, including attachments, not the media in which the records were created. Email should be retained in the same manner as its paper counterpart. It is important for all agency employees and officials to determine the appropriate records series for specific emails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all county employees and officials take our online tutorials 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, utilizing the retention schedule, email management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming of the minutes of major decision-making boards and commissions in a county. Once those records are filmed, we will store the silver negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

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 county governments across the state to use when managing the records in their offices. It lists records commonly found in county 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 your county 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 G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get it approved?*

- A.** This schedule must be approved by the County Board of Commissioners for use in your county. 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. *Do I have to have all of the records listed on this schedule?*

- A.** No. This is not a list of records you must have in your office.
-

Q. *What is the definition of “administrative value”?*

- A.** Administrative value is defined as, “the usefulness of records to support ancillary operations and the routine management of an organization.” Records having administrative value are generally considered useful or relevant to the activities that caused the record to be created and/or during an audit of those activities. Traditionally, records managers have seen “administrative value” as transitory. (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*)
-

Q. *What do I do with routing slips, fax cover sheets, reference copies, memory aids, reservations and confirmations, etc.?*

- A.** 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 characteristic, 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 guidance from the State Archives of North Carolina. The State Archives of North Carolina recognizes that many records exist that may have very short-term value to the creating agency. These records may be destroyed or otherwise disposed of when their reference value ends. However, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.
-

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

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records groupings reflect the organizational structure of your county, 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 county.
-

Q. *I can’t 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 box” function on the PDF version of the schedule. If you still cannot locate your records on the schedule, then contact the Records Management Analyst assigned

to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

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. *Can anyone see my records?*

A. Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

"Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable 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 G.S. §132-6 and the definition of public records in G.S. §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. *Do I have to make copies of drafts available to the public that haven't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied 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. They must also have a preservation duplicate, which is either a paper or microfilm copy.

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 citizens. Call the Records Management Analyst assigned to your county for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't 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. *May I store our unused records in the basement (attic, outdoor shed)?*

- A.** Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, 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. Do we have to let anyone who asks see them?*

- 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 of 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 county offices. Contact the Records Management Analyst assigned to your county for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

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

- A.** Call the Records Management Analyst assigned to your county. 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 the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. *Who can I call with questions?*

- A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. 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

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

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or maybe 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](#) Item 7, page 2 and [AUDITS: FINANCIAL](#) Item 6, page 22.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the county 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.

Per 26 CFR 1.148-5(d)(6)(iii)(E), retain all documents related to a financing, including those related to construction or purchase of the financed asset, for the life of the debt plus 3 years.

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 that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question above, “*What should I do with permanent records?*”)
-

Q. *How do I destroy records?*

- A.** After your county has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- a) burned, unless prohibited by local ordinance;
 - b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
 - c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - d) buried under such conditions that the record nature of the documents or materials will be terminated;
 - e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used. We do not recommend the disposal in a landfill of records containing confidential information.

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

- A.** Contact the Records Management Analyst assigned to your county. Your 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](#) (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. *Do I have to tell anyone about the destruction?*

- A.** We recommend that you report on your records retention activities to your Board of Commissioners 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.

ELECTRONIC RECORDS: EMAIL, BORN DIGITAL RECORDS, AND DIGITAL IMAGING

Q. *When can I delete my email?*

A. Email is a public record as defined by G.S. §121-5 and G.S. §132. Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. **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 email 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 email simply because storage limits have been reached.** Some examples of email 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 will be particularly helpful in managing your email (available online at the State Archives of North Carolina website):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *Online E-mail Tutorial: Managing Your Inbox: E-mail as a Public Record*
- *Online Tutorial: Managing Public Records for Local Government Agencies*
- *Guidelines for E-mail as a Public Record in North Carolina: Tips and Tricks for Using Microsoft Exchange Software to Manage E-mail*

Q. *May I print my email to file it?*

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

Q. *I use my personal email account for work. No one can see my personal email.*

A. The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §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 email account is irrelevant.

Q. *We have an imaging system. Do we have to keep the paper?*

A. You may scan any record, including permanent records. You will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your office should follow our guidelines, available on the State Archives of North Carolina website. Contact the Records Management Analyst assigned to your county 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** (G.S. §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 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 have to take precautions with 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 will have to convert all records to the new system so that you can assure their preservation and provide access.

Q. *Computer storage is cheap. I'll just keep my computer records.*

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

Q. *What are the guidelines regarding the creation and handling of electronic public records?*

A. The following documents are available on the State Archives of North Carolina website:

- Best Practices for Cloud Computing: Records Management Considerations
- Best Practices for Electronic Communication Usage in North Carolina: Text and Instant Message
- Best Practices for Electronic Communication Usage in North Carolina: Guidelines for Implementing a Strategy for Text and Instant Messages
- Best Practices for File Naming
- Best Practices for Social Media Usage in North Carolina
- Guidelines for Digital Imaging Systems
- Metadata as a Public Record in North Carolina: Best Practices Guidelines for Its Retention and Disposition
- Security Backup Files as Public Records in North Carolina: Guidelines for Recycling, Destruction, Erasure, and Re-Use of Security Backup Files

GEOSPATIAL RECORDS

Q. *Why should 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.

Consult [STANDARD-7: GEOGRAPHIC INFORMATION SYSTEMS \(GIS\) RECORDS](#) for additional records series.

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 <http://www.ncgicc.com/>

You should also comply with guidelines and standards issued by the State Archives of North Carolina and available on its website.

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.

MICROFILM

Q. *Why do you still use microfilm?*

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45.1 and §153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. *What film services do you provide?*

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions in a county. We will also film records of adoptions for your Social Services agency. Once those records are filmed, we will store the silver original in our security vault. There is a nominal fee for filming and duplicate film. Contact the Records Management Analyst assigned to your county for the most current information.

Q. *How do I get my minutes filmed?*

A. We have two processes to film minutes. 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 Minutes for Microfilming** form (available online at the State Archives of North Carolina website) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, 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. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. *What if I need my books while they're being filmed?*

A. Call the Raleigh Office at (919) 814-6900, and ask for the Records Management Analyst in charge of minutes microfilming.

Q. *Can I send you my minutes electronically?*

A. We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of minutes microfilming for more information.

Q. *I have some old minutes that aren't signed. Can they still be filmed?*

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. *What if my books are destroyed after they have been filmed?*

- A.** Call the Records Management Analyst assigned to your county, who will help you make arrangements to 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.

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) 814-6876 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. 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 is trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle your larger disasters.

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

- A.** We will do everything we can to make a visit to you at the earliest opportunity 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 to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the Records Management Analyst assigned to your county.
-

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 your 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** – our basic introduction to the Public Records law and records management;
 - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
 - **Email as a Public Record** – considerations, tips and tricks on managing, filing, and public access to your email;
 - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens.

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

- A.** Yes, we will. Let the Records Management Analyst assigned to your county know what type of training you need.

Q. *Do we have to come to Raleigh for workshops?*

- 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.

Q. *Is there a fee for workshops?*

- A.** Not at this time.

Q. *Are the workshops available in an online format?*

- A.** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including:
- **Managing Public Records for Local Agencies:** Our basic introduction to the Public Records law and records management.
 - **Managing Your Inbox: Email as a Public Record:** Public employees increasingly rely on electronic mail (email) as a quick and useful communication tool for carrying out government business. However, email presents many challenges. This tutorial will help you learn how to properly manage, retain and dispose of your email.
 - **Managing Electronic Public Records: Recognizing Perils and Avoiding Pitfalls:** More and more government employees use computers as they conduct their daily business. While computers are invaluable tools that store large amounts of data that can be easily searched, depending solely upon electronic records can be dangerous. In this tutorial you will learn some of the problems associated with electronic records and you will receive advice on how to protect those records.



As of March 1, 2019, all local government agencies in North Carolina will use the General Records Schedule for Local Government Agencies to find the appropriate disposition instructions for records that fall under these standards:

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information Systems Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

More information about this transition can be found on our blog at <https://ncrecords.wordpress.com/2019/01/14/new-retention-schedule-model-for-north-carolina-local-governments/>.

This new Local Government General Records Schedule can be found on our website at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules> and supersedes the correlating standards that were a part of previously approved local government agency schedules, so we have deleted those standards from the published version of this schedule.

If you have any questions, please contact [a records management analyst](#) in the Government Records Section of the State Archives of North Carolina.

STANDARD-2. AIRPORT AUTHORITY RECORDS

Official records and materials created and accumulated incidental to the operation of a county airport.

ITEM #	STANDARD-2: AIRPORT AUTHORITY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AIR SPACE CONSTRUCTION FILES Applications to construct structures which may obstruct flight space. May include correspondence, including email, and related records.	Destroy in office after 5 years.	
2.	AIRFIELD INSPECTION FILES Records concerning airfield inspections on runway conditions, fire and rescue facilities, ground vehicle control, and other airport condition information.	Destroy in office after 1 year.	14 CFR 139.301
3.	AIRPORT CERTIFICATION MANUAL Manual containing a description of operating procedures, facilities and equipment, responsibility assignments, and any other information needed by personnel concerned with operating the airport.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	14 CFR 139.201
4.	AIRPORT COMMISSION MINUTES See the Microfilm section on page xi for instructions on microfilming minutes.	Follow disposition instructions for MINUTES OF PUBLIC BODIES item 34, page 8.	
5.	AIRPORT MASTER RECORD FILES Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports	Destroy in office when superseded.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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." Please use the space provided.

ITEM #	STANDARD-2: AIRPORT AUTHORITY RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	COMMUNICATIONS RECORDINGS Audio recordings of radio and telephone communications and complaint calls.	Destroy in office after 30 days if not made part of a case file. *	
7.	LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
8.	RADIO LOGS Records of radio calls received and placed.	Destroy in office after 1 year.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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STANDARD-3. ANIMAL CONTROL AND SHELTER RECORDS

Records and materials created and accumulated during the conduct of county animal control and shelter programs.

ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>ACTIVITY REPORTS (ANIMAL CONTROL) Daily, weekly, and monthly reports to the County Health Department, Department of Health Services, etc., providing statistics regarding complaints answered, dogs and cats impounded, impounded animals disposed of, vaccinations, and animal bites reported.</p> <p>See also REPORTS AND STUDIES (INTERNAL ADMINISTRATION) item 53, page 12.</p>	Destroy in office after 1 year.	
2.	<p>ANIMAL ADOPTION RECORDS Includes pre-adoption records and agreements.</p>	Destroy in office after 2 years.	
3.	<p>ANIMAL ABUSE AND CRUELTY CASES Includes complaints, citations and/or compliance orders, and similar records.</p>	Destroy in office after 5 years.*	G.S. §14-360
4.	<p>ANIMAL BITE RECORDS Includes copies of bite reports filed with the local Public Health Department.</p> <p>See also DANGEROUS ANIMAL RECORDS item 10, page 19.</p>	Destroy in office after 3 years.*	G.S. §130A-196, 197, 198.

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p>ANIMAL COMPLAINT RECORDS Includes complaints of animal abuse and nuisances.</p> <p>See also DANGEROUS ANIMAL RECORDS item 10, page 19.</p>	Destroy in office after 3 years.*	
6.	<p>ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS Includes citations and/or compliance orders issued to animal owners of violations of county ordinances.</p> <p>See also DANGEROUS ANIMAL RECORDS item 10, page 19.</p>	Destroy in office after 3 years.*	
7.	<p>ANIMAL LICENSE RECORDS Records concerning the payment of license fees.</p>	Destroy in office after 3 years.*	
8.	<p>CERTIFICATES OF ANIMAL RELEASE Certificates verifying health of animal examined and released by county animal control.</p>	Destroy in office after 1 year.	
9.	<p>CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substance used and animals destroyed.</p>	Destroy in office after 2 years.	21 CFR 1304.03
10.	<p>DANGEROUS ANIMAL RECORDS Includes complaints, compliance orders, citations, bite reports, and similar records relating to dangerous animals.</p>	Destroy in office records relating to dangerous animals until known dead or after 10 years.*	G.S. §67-4.1

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ITEM #	STANDARD-3: ANIMAL CONTROL AND SHELTER RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	HISTORIES OF PET OWNERS Records concerning information for each animal owner that violates the county ordinances. May include signed complaint forms, pictures, and paperwork issued by the animal control officer.	Destroy in office after 3 years.*	
12.	OWNER CONTACT NOTICE RECORDS	Destroy in office 1 year from date of contact.	
13.	RABIES CONTROL REPORTS Monthly reports sent to the Division of Health Services.	Destroy in office after 1 year.	
14.	SHELTER DISPOSITION SHEETS Sheets filed on each animal processed by the animal shelter, containing information on whether the animal is reclaimed by the owner, adopted, or euthanized.	Destroy in office after 1 year.	
15.	VACCINATION RECORDS Includes rabies vaccination certificates sent to county animal control by area veterinarians.	Destroy in office after 3 years.	

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STANDARD-5. CODE ENFORCEMENT AND INSPECTION RECORDS

Official records and materials created and accumulated during the conduct of county inspection programs.

In accordance with G.S. §153A-373, "The inspection department shall keep complete, and accurate records in convenient form of each application received, each permit issued, each inspection and reinspection made, and each defect found, each certificate of compliance granted, and all other work and activities of the department. These records shall be kept in the manner and for the periods prescribed by the North Carolina Department of Cultural Resources. The department shall submit periodic reports to the Board of Commissioners and to the Commissioner of Insurance as the Board or the Commissioner may require." (1969, s. 1: c.822, s.1; 1983, c.377, s.6.)

ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AIR POLLUTION SOURCE INFORMATION For facilities which are no longer operational.	Destroy in office after 2 years.*	
2.	BEER AND WINE LICENSES Issuance and payment records concerning local licenses corresponding with Alcohol Beverage Control (ABC) permits.	Destroy in office 3 years after expiration.*	G.S. § 105-113.70
3.	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of county owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. May include as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code.	a) Destroy in office residential blueprints and specifications when administrative value ends.† Agency Policy: Destroy in office after _____ b) Destroy in office commercial blueprints and specifications 1 year after permit is issued. c) Retain agency blueprints and specifications for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of government building detailed plans and drawings.

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Includes applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Records include permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, plans, and correspondence (including email). May include contractor change forms.</p>	<p>a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive).</p> <p>b) Destroy in office Certificate of Occupancy 6 years after permit is expired.</p> <p>c) Destroy in office remaining records, including applications for which a permit was never issued, when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
5.	<p>BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.</p>	<p>a) Destroy in office 3 years after most recent recertification.</p> <p>b) Destroy in office applications for which a certification was never issued when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
6.	<p>CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.</p>	Destroy in office 3 years after documented decontamination is complete.	
7.	<p>DAM CONSTRUCTION, OPERATION, AND MAINTENANCE FILES</p>	Retain for life of structure.	
8.	<p>DROUGHT CONTINGENCY PLANS Water conservation plans in the event of a drought.</p>	Destroy in office when superseded or obsolete.	
9.	<p>EROSION AND SEDIMENT CONTROL AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.</p>	Destroy in office after 6 years.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties.	Destroy in office 6 years after settlement.*	
11.	EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans. May include revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.	EXEMPTION (VARIANCE) RECORDS Exemption and variance records concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	40 CFR 141.33 15A NCAC 18C .1526
13.	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records concerning the maintenance, repair, and inspection of county owned facilities. See also GRANTS item 28, page 6.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year. b) Destroy in office records concerning all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.	
14.	GOING-OUT-OF-BUSINESS LICENSES Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
15.	GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	15A NCAC 2C .0100

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	HAZARDOUS WASTE DISPOSAL RECORDS Data concerning the disposal of hazardous materials, including asbestos. Includes copies of manifests, lists of companies doing the removal, location, how much to be disposed, when to be removed, route and method of disposal, and other related documentation.	Destroy in office after 3 years.*	40 CFR 262.40 15A NCAC 13A .0100
17.	ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received.	Destroy in office after 5 years.*	
18.	INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM Includes non-compliance inspection and test records conducted by a facility.	Destroy in office after 5 years.*	
19.	INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES Summaries of inspections of establishments whose business impacts environmental health.	a) Destroy in office after 3 years from date records were created while establishment is in operation. b) Destroy in office 1 year after establishment ceases to operate.	
20.	INSPECTIONS: LANDFILL Records and reports completed to prevent malfunctions and deterioration, operation errors, and discharges that may cause or lead to the release of wastes in the environment.	Destroy in office after 5 years.*	
21.	INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES	Destroy in office after 5 years.	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	INSPECTIONS: SANITARY LANDFILL Includes state inspection form.	Destroy in office after 1 year.	
23.	INSPECTIONS: SEWAGE DISPOSAL SYSTEM Reports showing home structure and water line diagram. Reports are used to indicate sewage hookups and to comply with local government codes.	Destroy in office 2 years after inspection.	
24.	INSPECTIONS: SUBSTANDARD HOUSING	Destroy in office after 6 years.	
25.	INSPECTIONS: WASTE LOADS Inspections conducted to prevent the disposal of illegal and/or restricted materials in a landfill.	Destroy in office after 3 years.	
26.	INSPECTIONS: WATER AND WASTEWATER SYSTEM Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.*	
27.	LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification.	a) Destroy in office samples, raw data, analysis reports, and related documentation after 5 years.* b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*	15A NCAC 02H .0805(7)(G) and .1100.
28.	LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	40 CFR 141.91
29.	LIFT/PUMP STATION INFORMATION FILE Technical information concerning lift station and maintenance, water, and sewer petition work.	Destroy in office after 3 years.*	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Retain in office permanently.	
31.	LANDFILL TONNAGE AND COST FILE	Destroy in office after the 5 year reporting period is complete.	
32.	NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION Contains documentation of sedimentation control measures to be used on individual projects.	Destroy in office after 3 years.	
33.	PERMIT LOG Record showing permit number, date, name of owner, cost of construction (if applicable), permit date, and receipts.	Destroy in office after 6 years.	
34.	PERMIT RECEIPT BOOKS	Destroy in office after 3 years.*	
35.	PERMITS: BURNING Records concerning permits issued during site construction.	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	PERMITS: COMMUNITY WATER SYSTEM Permit issued by the NC Department of Environment and Natural Resources.	Destroy in office when superseded.	G.S. §130A-328(a)
37.	PERMITS: ENCROACHMENTS OF RIGHT-OF-WAY	a) Destroy in office 3 years after case is resolved.* b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	PERMITS: FACILITIES USE	a) Destroy in office after 3 years. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	
39.	PERMITS: LANDFILL	Destroy in office after the 5 year reporting period is complete.	
40.	PERMITS: MISCELLANEOUS (CONSTRUCTION) Applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. See also PERMITS: MISCELLANEOUS (NON-CONSTRUCTION) item 41, page 38.	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
41.	<p>PERMITS: MISCELLANEOUS (NON-CONSTRUCTION) Includes, but is not limited to, applications and permits regarding burning, special events, and landscape establishment.</p> <p>See also PERMITS: MISCELLANEOUS (CONSTRUCTION) item 40, page 37.</p>	<p>a) Destroy in office 1 year after expiration of permit.</p> <p>b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
42.	<p>PERMITS: PUBLIC UTILITIES PROJECTS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.</p>	<p>a) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.*</p> <p>b) Retain approval letters and supporting documentation permanently.</p>	<p>15A NCAC 18C .0300 and 2H .0115</p> <p>40 CFR 122.28 (1993)</p>
43.	<p>RECREATIONAL VEHICLE REGISTRATION RECORDS Records concerning issuance of registrations/decals for recreational vehicles including, but not limited to, golf carts, canoes, and mopeds. May include proof of insurance and renewals.</p>	<p>Destroy in office 1 year after expiration.*</p>	
44.	<p>REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Includes water distribution and treatment.</p>	<p>a) Destroy in office records concerning the operation of water treatment facilities after 3 years.*</p> <p>b) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.*</p>	<p>15A NCAC 18C .1301</p>

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	REPORTS: DISCHARGE MONITORING Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office daily reports after 3 years. b) Destroy in office National Pollutant Discharge Elimination System (NPDES) reports 5 years from date of submission.* c) Destroy in office annual reports 5 years from date of submission.*	40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
46.	REPORTS: ENVIRONMENTAL HEALTH Laboratory reports showing results of environmental health tests.	Destroy in office after 3 years.	
47.	REPORTS: LANDFILL MONITORING Gas and groundwater monitoring records and reports.	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	
48.	REPORTS: MONTHLY BUILDING PERMITS AND CONSTRUCTION Customized reports used for statistical analysis of current development trends within the county. This information also is submitted to the U. S. Department of Commerce & Bureau of the Census and/or the NC Department of Environment and Natural Resources (DENR).	Destroy in office after 3 years.	
49.	REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)	Destroy in office after 2 years.*	
50.	REPORTS: WASTEWATER MAINTENANCE OPERATION	Destroy in office after 3 years.	
51.	STANDARD BUILDING CODES	Destroy in office when superseded or obsolete.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
52.	STREET INFORMATION May include master address logs.	Destroy in office when superseded or obsolete.	
53.	TRADES CERTIFICATIONS Includes contractors licensing records.	Destroy in office when superseded or obsolete.	
54.	TROUT BUFFER VARIANCES Records may include denials and waivers.	a) Destroy in office 6 years after approval of permit. b) Destroy in office plans for which a permit was not issued after 3 years.	
55.	UNSAFE BUILDINGS FILE Notification to owner of unsafe conditions relative to a particular structure.	Destroy in office after 6 years provided all issues have been resolved.*	
56.	VIOLATIONS Includes complaints, certified return receipts, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. Applies to violations of building and fire code, minimum housing, and erosion and sediment control.	Destroy in office 3 years after verification of correction. *	
57.	VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records produced by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case.*	
58.	VIOLATIONS: WATER CONSERVATION Notices of water conservation violation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
59.	VALVE OPERATION FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
60.	WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE May include records of waste oil filter collections.	Destroy in office after 5 years.	
61.	WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS	Destroy in office after 5 years.*	15A NCAC 2B .0500
62.	WASTEWATER QUALITY ANALYSIS RECORDS	a) Destroy in office monitoring and calculation sheets after 1 year.* b) Destroy in office analysis reports after 3 years.*	15A NCAC 2B .0500
63.	WATER ANALYSIS Includes bacteriological, chemical, radiological, and physical analyses and climatological observations. Also includes records of actions taken to correct violations.	a) Destroy in office records of bacteriological and turbidity analysis after 5 years. b) Destroy in office records of chemical and radiological analysis after 10 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office other records after 5 years.	15A NCAC 18C .1526 40 CFR 141.33 (a)(b)

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ITEM #	STANDARD-5: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
64.	WATER, SEWER, AND WASTEWATER SYSTEM PROJECT RECORDS See also PERMITS: PUBLIC UTILITIES PROJECTS , item 42, page 38.	Destroy in office 6 years after project is completed.	15A NCAC 18C .0305
65.	WATER SYSTEM OPERATIONS RECORDS Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize the operations of water supply, treatment, distribution, and collection.	Destroy in office after 10 years.*	40 CFR 141.33 15A NCAC 18C .1526
66.	WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE	Destroy in office after 5 years.*	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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STANDARD-6. EMERGENCY SERVICES RECORDS

Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	911 CALL RECORDINGS	Destroy in office after 30 days, if not made part of a case file.*	G.S. §132-1.4(i) Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
2.	911 COMMUNICATION RECORDS Transcripts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched, and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of G.S. §132-1.4(c)(4) regarding the confidentiality of the identity of complaining witnesses.
3.	911 FILE Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
4.	ACTIVITY REPORTS Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Records showing equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original after 11 years from last patient service.*	
6.	AMBULANCE DISPATCH RECORDS Includes run number, date, time, address, phone number, reason for dispatch, age of patient, condition of patient, responders, and other related information.	Destroy in office after 3 years.*	
7.	AMBULANCE SERVICE RUN LOG Includes response number, location of call, responding unit, arrival and departure times, and other related information.	Destroy in office after 3 years.*	
8.	ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE	Destroy in office after 3 years.	
9.	COMPANY RUN REPORT (FIRE JOURNAL) Listings of fire calls, alarms, personnel involved, equipment used, and actions taken.	Destroy in office after 5 years.	
10.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
12.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	
13.	EMERGENCY NOTIFICATIONS	Destroy in office when superseded or obsolete.	
14.	EVACUATION PLANS	Destroy in office when superseded or obsolete.	
15.	FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	FIRE ALARM JOURNAL Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	
17.	FIRE DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p>FIRE INVESTIGATION CASE FILES Includes detailed information regarding circumstances of the incident including location, information on damage and injuries, and possible cause of incident. May also include photographs and evidence log.</p> <p>See also FIRE INVESTIGATION RECORDS item 19, page 46.</p>	<p>a) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs*</p> <p>b) Destroy in office after 10 years when arson is involved.*</p> <p>c) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.*</p>	
19.	<p>FIRE INVESTIGATION RECORDS Reports and correspondence, including email, of fires investigated by department personnel.</p> <p>See also FIRE INVESTIGATION CASE FILES item 18, page 46.</p>	<p>Destroy in office when administrative value ends if not made part of a case file.† Agency Policy: Destroy in office after _____</p>	
20.	<p>FIRE LIMITS ORDINANCES Ordinances passed by council establishing and defining fire limits which shall include principal business portions of the county.</p>	<p>Retain in office permanently.</p>	
21.	<p>FIRE SAFETY INSPECTIONS Inspections and permits issued of buildings and systems for proper fire protection measures and procedures.</p>	<p>a) Destroy in office inspections with no defects after 3 years.</p> <p>b) Destroy in office inspections with noted defects 3 years after defects are corrected.*</p> <p>c) Destroy in office permits after 3 years.</p>	
22.	<p>FIXED NUCLEAR FACILITIES PLANS FILE Includes emergency plans for county fixed nuclear facilities.</p>	<p>Destroy in office after 3 years.</p>	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	HOSE RECORDS Records concerning the age, repair, and routine testing of fire hoses.	Destroy in office after 2 years.	
24.	HYDRANT RECORDS Records of fire hydrant locations, water main sizes, routine testing, and maintenance.	a) Destroy in office inspection and test records after 2 years. b) Retain in office maintenance records for life of the hydrant. c) Destroy in office records showing location and size of water mains when superseded or obsolete.	
25.	LOCAL EMERGENCY PLANNING COMMITTEE MINUTES	Follow disposition instructions for MINUTES OF PUBLIC BODIES item 34, page 8.	42 USC §11003
26.	LOCAL EMERGENCY PLANS Comprehensive emergency response plans developed by emergency planning districts.	Destroy in office when superseded or obsolete.	42 USC §11001
27.	NATIONAL FLOOD INSURANCE PROGRAM RECORDS	Retain in office permanently.	
28.	NORTH CAROLINA FIRE CASUALTY REPORT Report filed with the N.C. State Fire Commission.	Destroy in office after 5 years.	
29.	NORTH CAROLINA FIRE INCIDENT REPORT Report filed with the N.C. State Fire Commission, county fire marshal, town or city council, or county commissioners.	Destroy in office after 5 years.	G.S. §58-79-45
30.	NORTH CAROLINA FIRE ASSOCIATION RECORDS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT Documentation of annual leave, history report, position summary, etc., for the N.C. Fireman's Pension Fund.	Destroy in office when superseded or obsolete.	
32.	NUCLEAR CIVIL PROTECTION PLAN	Destroy in office when superseded or obsolete.	
33.	PHARMACEUTICAL RECORDS	Destroy in office after 3 years.*	
34.	PLANS Plans of buildings and fire safety systems of commercial and industrial properties.	Destroy in office when superseded or obsolete.	
35.	PUMP TEST RECORDS Results of tests conducted on pumping equipment.	Destroy in office after 2 years.	
36.	RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY	Destroy in office after loan of radioactive materials ends.	
37.	RADIOLOGICAL DATA STATION FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
39.	SAFETY COMMITTEE MEETINGS Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	Follow disposition instructions for MINUTES OF PUBLIC BODIES item 34, page 8.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40.	SHELTER FACILITIES LISTING	Destroy in office when superseded or obsolete.	
41.	STATE OF EMERGENCY ORDINANCES	Retain in office permanently.	
42.	SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE Information concerning the location of hazardous waste in the community.	Destroy in office when superseded or obsolete.	
43.	VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS	Destroy in office after 3 years.*	
44.	VOLUNTEER FIREFIGHTERS MEDICAL RECORDS Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.)	<ul style="list-style-type: none"> a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.* b) Destroy in office records pertaining to job-related illness and injury after 5 years. c) Destroy in office results of routine medical examinations and similar records after 1 year. <p><i>Retention Note: Records must be maintained separately from an employee's personnel jacket.</i></p>	29 CFR 1910.1020 (d)(ii)
45.	VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS Official copy of personnel file maintained on each volunteer firefighter. May include basic information and records and forms relating to the duties, service, suspension, and termination of the volunteer. See also VOLUNTEER FIREFIGHTERS MEDICAL RECORDS item 44, page 49.	Destroy in office 30 years from date of separation.*	

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STANDARD-10. PARKS AND RECREATION RECORDS

Official records and materials created and accumulated during the conduct of county parks and recreation programs. Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.

ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION) See also WORKERS' COMPENSATION PROGRAM CLAIMS FILE item 60, page 86.	Follow disposition instructions for ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) item 1, page 112.	.
2.	ADMISSION RECORDS Records of admissions to county parks or recreation facilities.	Destroy in office after 3 years.*	
3.	ANNUAL ACTIVITY REPORT Copies of financial and statistical reports sent to governing body.	Destroy in office after incorporation into official minutes of governing body.	
4.	BIRTH CERTIFICATES (REFERENCE COPIES) Copies of each participant's birth certificate to verify age and register individual for participation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
5.	CITATIONS RECORDS Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	

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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE Records concerning general and technical material associated with the International Federation.	Destroy in office when superseded or obsolete.	
7.	OFFICIALS FILE Records concerning individuals who officiate games. Includes payroll, schedule, and related correspondence, including email.	a) Destroy in office after 3 years. b) If official is a county employee, transfer applicable records to PAYROLL AND EARNINGS RECORDS item 45, page 27.	
8.	PARKS AND RECREATION BOARD MEETINGS Agendas, minutes, and related materials pertaining to meetings of the Parks and Recreation Board.	Follow disposition instructions for MINUTES OF PUBLIC BODIES item 34, page 8.	
9.	PARKS PLANNING FILE Includes master plans and working plans for each park property and county recreational facility, which show layout, topography, and proposed developments and improvements. May include drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings. See also COMPREHENSIVE PLAN item 16, page 3. See also PARK MAPS , item 16, page 56.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____ b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	
10.	POOL RECORDS Monthly reports indicating operational data, chemicals used, chlorination levels, and other information relating to pool construction, maintenance, and health and safety.	Destroy in office after 1 year.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-10: PARKS AND RECREATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	RECREATION PROGRAMS Records regarding athletic and recreation programs. May include staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, registration information, and concession operators list.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. §132-1.12 regarding confidentiality of juvenile records.
12.	RECREATIONAL EQUIPMENT RECORDS Records of equipment owned by county parks and recreation facilities and lent to users.	Destroy in office 1 year after equipment is returned.	
13.	RELEASE FORMS	Destroy in office after 2 years.*	
14.	RESERVATION RECORDS Reservation records for county parks and recreational facilities.	Destroy in office after 1 year.	
15.	RULES AND REGULATIONS Rules and regulations relating to use of park facilities and equipment issued by the Parks and Recreation Board.	Destroy in office 5 years after rules are revoked or superseded.*	
16.	SPECIAL EVENTS PROGRAM FILE Records concerning special events promoted by the county. May include printing, calendars, program data, community contacts, and addresses.	Destroy in office after 1 year.	
17.	TICKET STUBS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

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STANDARD-12. PLANNING AND ZONING RECORDS

Official records and materials created and accumulated during the conduct of county planning and zoning programs.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	APPEARANCE COMMISSION MEETINGS Agendas, minutes, and related materials pertaining to meetings of the Appearance Commission.	Follow disposition instructions for MINUTES OF PUBLIC BODIES item 34, page 8.	
2.	APPEARANCE COMMISSION PROJECT FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
3.	ASSESSMENT RECORDS FILE Copies of assessment records and supporting documentation.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
4.	BOARD OF ADJUSTMENT CASE FILE Cases submitted to the board requesting variances from current zoning ordinances.	Destroy in office 6 years after resolution of case.*	G.S. §§153A-340 G.S. § 1-50(5)
5.	BOARD OF ADJUSTMENT CASE INDEX Index to cases reviewed by the board.	Retain in office permanently.	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>BOARD OF ADJUSTMENT MEETINGS Agendas, minutes, and related materials pertaining to meetings of the Board of Adjustment.</p> <p>See the Microfilm section on page xi for instructions on microfilming.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are permanent records.</p> <p>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.</p> <p>c) Minutes of committees or subcommittees may be destroyed when administrative 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 _____</p>	
7.	<p>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADMINISTRATIVE RECORDS Records concerning the administration of projects funded under the Community Development Block Grant program (CDBG). May include both direct grants and re grants, including the preliminary reports, audits, certificates, maps, and related correspondence, including email.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office all other records 5 years after completion of project.*</p>	<p>24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)</p>

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION RECORDS</p> <p>Records concerning the application and completion of projects funded under CDBG funds. May include both direct grants and regrants, including the initial application, and all final reports.</p>	<p>Destroy in office 5 years after promissory note is released to client or lender.*</p>	<p>24 CFR 85.42 24 CFR 570.502(a)(16) 24 CFR 84.53(b) 24 CFR 570.502(b)(3)</p>
9.	<p>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS</p> <p>Includes, but is not limited to, official copy of comprehensive land use plan and all background surveys, studies, reports, and draft versions of plans.</p>	<p>a) Retain in office permanently adopted plan and amendments.</p> <p>b) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.</p>	
10.	<p>CONDITIONAL USE PERMIT RECORDS AND INDEX</p> <p>Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence, including email. Includes sign permits and temporary use permits. Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.</p>	<p>a) Destroy in office 3 years after discontinuance of use.</p> <p>b) Destroy in office applications for which a permit was never issued when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. § 47C-2-103
12.	EASEMENT RELEASE REQUEST FILE Approved and denied easement release requests. Includes form letters, memos, reference copies of maps, and resolutions approved by the Planning Board.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
13.	ENVIRONMENTAL IMPACT STUDIES Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
14.	FEASIBILITY STUDIES	Retain in office permanently.	
15.	HOUSING REHABILITATION PROGRAM RECORDS	Follow the disposition instructions for COMMUNITY DEVELOPMENT BLOCK GRANT RECORDS , items 7-8, pages 88-89.	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<p>MAPS, DRAWINGS, PLATS (OFFICIAL) Official representation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. May include blueprint maps, which show streets, property lines, zoning boundaries, and area classifications. Includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page x.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> 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.</p>	
17.	<p>MAPS, DRAWINGS, PLATS (REFERENCE) Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information.</p>	<p>Destroy in office when superseded or obsolete.</p>	
18.	<p>MASTER SUMMARY (LOG OR REGISTER) Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.</p>	<p>Retain in office permanently.</p>	
19.	<p>OPEN SPACE CLASSIFICATION CASE FILE</p>	<p>Retain in office permanently.</p>	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	ORTHOGRAPHY Historical and legacy aerial imagery.	a) Retain in office negatives permanently. b) If negative is not available, retain in office photograph permanently. c) Destroy in office photographs where negative is available when administrative value ends.† Agency Policy: Destroy in office after _____	
21.	PERMITS: TEMPORARY MANUFACTURED HOME Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence.	Destroy in office 6 years after permit expires.	G.S. § 1-50(5)
22.	PERMITS: ZONING COMPLIANCE For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	G.S. § 1-50(5)
23.	PETITION & REGULATION RECORDS	Destroy in office after 5 years.*	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	<p>PLANNING AND ZONING BOARD MEETINGS Agendas, minutes, and related materials pertaining to meetings of the Planning and Zoning Board.</p> <p>See the Microfilm section on page xi for instructions on microfilming.</p>	<p>a) The official minutes of the governing board and its subsidiary boards are permanent records.</p> <p>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.</p> <p>c) Minutes of committees or subcommittees may be destroyed when administrative 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 _____</p>	
25.	<p>PLANNING AND ZONING STUDIES Studies, plans, and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.</p> <p>See also COMPREHENSIVE PLAN item 16, page 3.</p>	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, retain in office permanently.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.</p>	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<p>PLANNING REVIEW CASE FILE For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence, including email, and record of final determination.</p>	<p>a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county is lead agency, permanently.</p> <p>b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county is not lead agency, 6 years after last entry.</p> <p>c) Destroy in office any other mandatory reviews and related records 6 years after last entry.</p>	G.S. § 1-50(c)
27.	<p>PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
28.	<p>REDEVELOPMENT PLANNING RECORDS See also COMPREHENSIVE PLAN item 16, page 3.</p>	<p>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Comprehensive Plan, retain in office permanently.</p> <p>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan, or when superseded or obsolete, whichever comes first.</p>	
29.	<p>REFERRED PROJECTS</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	

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ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	<p>REZONING RECORDS AND INDEXES Records concerning applications to rezone property within the county. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, development agreements, copies of ordinances, and copies of county board of commissioners minutes.</p>	Retain in office permanently.	
31.	<p>STREET NAMES AND CHANGES OF STREET NAMES FILE Records concerning the names and addresses of streets and roads retained for administrative purposes.</p>	Destroy in office when superseded or obsolete.	
32.	<p>SUBDIVISION RECORDS Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. See also MAPS: ALL OTHER item 15, page 56.</p>	<p>a) If not filed in Register of Deeds or similar agency, retain in office permanently.</p> <p>b) If filed in Register of Deeds or similar agency, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
33.	VARIANCES	Retain official copies permanently in the minutes of the Planning Board.	
34.	<p>VIOLATIONS: ZONING See also CORRESPONDENCE (LEGAL) item 7, page 64.</p>	Destroy in office after 6 years.*	G.S. § 1-50(5)

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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." Please use the space provided.

ITEM #	STANDARD-12: PLANNING AND ZONING RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	ZONING ORDINANCES AND AMENDMENTS Ordinances and amendments adopted by the zoning board.	Retain in office permanently.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS.

Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

*Comply with requirements of the Federal Transit Administration’s **Best Practice Procurement Manual**, Master Agreement MA(11) Section 8 manual, and 49 CFR 18 regarding retention, access, security, and confidentiality of records where applicable.*

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCREDITATION RECORDS Records concerning compliance with standards outlined by accreditation programs.	Destroy in office 1 year after superseded.*	
2.	AGENCY LOGS (SHEETS) Records concerning individual agency ridership.	Destroy in office after 3 years.*	49 CFR 18.42
3.	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS Includes driver’s daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms.	Destroy in office after 5 years.*	49 CFR 18.42
4.	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients.	Destroy in office after 5 years.*	49 CFR 18.42
5.	AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS	Destroy in office after 1 year.	49 CFR 18.42

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	APPLICATIONS FOR ART-IN-TRANSIT Applications and supporting documentation submitted by regional and national artists for exhibit on agency property.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
7.	APPLICATIONS FOR AWARDS Applications and supporting documentation used to apply for various public and private awards.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
8.	APPLICATIONS FOR DISCOUNT PASSES Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	
9.	APPLICATIONS FOR TRANSIT SERVICE Includes customer applications, eligibility assessment records, correspondence, including email, health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
10.	CALL IN LOGS (SHEETS) Record concerning on-demand service requests.	Destroy in office after 5 years.*	49 CFR 18.42
11.	CUSTOMER (RIDER) ALERTS Records alerting customers of changes in regular service (e.g. detours, festivals, parades, etc.).	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
12.	CUSTOMER (RIDER) IDENTIFICATION RECORDS Records concerning customer identification, approvals, denials, and related information.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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." Please use the space provided.

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p>DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS Includes company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence, including email.</p>	<p>a) Destroy in office company-specific records 5 years after company is removed from certified list.</p> <p>b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created.</p>	49 CFR 26
14.	<p>DISPATCH RECORDS Reports, logs, and similar records used to document dispatch activities.</p>	Destroy in office after 5 years.	49 CFR 18.42
15.	<p>LOST AND FOUND RECORDS Logs, sheets, and similar records documenting items recovered from agency facilities and vehicles. May include customer receipts for claimed items.</p>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
16.	<p>NATIONAL TRANSIT DATABASE (NTD) REPORT Annual report submitted to the Federal Transit Administration and used as the basis for calculating each system's funding. May include records (data) used to generate reports regardless of format.</p>	Destroy in office 5 years.*	49 CFR 18.42
17.	<p>OPERATOR BID RECORDS Cards, sheets, and similar records documenting operators' route selections and choice for a service period.</p>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
18.	<p>OPERATOR SHIFT INSPECTION RECORDS Reports and similar records of operator's inspections of vehicle at the beginning and end of shift.</p>	Destroy in office after 5 years.	49 CFR 18.42

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	RADIO DISPATCH RECORDINGS AND LOGS Recordings and logs of dispatch messages to and from transit operators.	Destroy in office after 90 days.*	
20.	RIDERSHIP REPORTS Includes shuttle logs concerning regularly scheduled individual ridership.	Destroy in office after 5 years.	49 CFR 18.42
21.	ROUTE HISTORY RECORDS Includes descriptions of routes, bus stops, passenger lists, and other related records.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
22.	ROUTE MAINTENANCE RECORDS Logs, sheets, and related records used to record needed road improvements.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
23.	SAFETY CERTIFICATIONS Records verifying that system elements such as vehicles, trolley and train cars, tracks, station components, and operating procedures comply with safety requirements.	Retain in office for life of structure or vehicle.	
24.	SEAT BELT AND RESTRAINT SYSTEM RECORDS Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
25.	SERVICE PERFORMANCE RECORDS Records concerning quality control performance checks conducted on agency staff, contractors, and vendors.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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." Please use the space provided.

ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	SERVICE PLANNING AND DEVELOPMENT RECORDS Includes records concerning changes in routes and transportation services offered by the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after records were created or project ends, whichever occurs later.	
27.	SHELTER RECORDS Includes adopt a shelter program records, listings of shelter sites, site permission for right of way, easements, and related documentation.	a) Retain in office shelter blueprints for life of structure. b) Destroy in office remaining records when administrative value ends, or when site is no longer used.† Agency Policy: Destroy in office after _____	
28.	TERMINAL DISPATCH RECORDS Reports, logs, and similar records used to track daily terminal operations and activities.	Destroy in office after 1 year.	
29.	TICKET CONSIGNMENT RECORDS Logs, notebooks, and related records used to track tickets and passes provided to customers.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
30.	TRIP REQUESTS Passenger trip requests.	Destroy in office after 5 years.	49 CFR 18.42
31.	TRANSIT SCHEDULES Printed route schedules and related information used to generate schedules.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
32.	TRANSPORTATION SYSTEM OPERATIONS REPORTS Reports and supporting records summarizing transit system operations.	Destroy in office after 5 years.	49 CFR 18.42

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS	Destroy in office after 1 year.	
34.	TRANSPORTATION SYSTEM STATISTICAL RECORDS Reports and supporting records showing passenger trips, mileage, service hours, on-time performance, missed and/or late trips, road call, ridership, and similar statistical information.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 5 years after records were created or project ends, whichever is later.	49 CFR 18.42
35.	VANPOOL DRIVER APPLICATIONS Applications and supporting records submitted by persons operating vanpool vehicles.	a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year.	
36.	VANPOOL MONTHLY USAGE REPORTS Includes logs, sheets, reports and similar records documenting starting and ending mileage, total miles driven, route locations, passenger rosters, and similar information.	Destroy in office after 5 years.	49 CFR 18.42
37.	VEHICLE BREAKDOWN RECORDS Reports and similar records documenting response time, location, vehicle identification, and similar information. See also WORK ORDERS item 62, page 14.	Destroy in office after 1 year.	
38.	VEHICLE OPERATOR INSTRUCTIONS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-14. PUBLIC TRANSPORTATION SYSTEMS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	VEHICLE USAGE LOGS (SHEETS) Includes date vehicle was used, pick-up and delivery locations, starting and ending mileage, total miles driven, and signature of driver.	Destroy in office after 1 year.*	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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STANDARD-15. PUBLIC UTILITIES AND WASTE MANAGEMENT RECORDS

Official records and materials created and accumulated for use by county sanitation, water, sewage, electrical, and gas operations.

ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABANDONED UTILITY LINE RECORDS Records documenting the location of abandoned utility lines.	Retain in office until abandoned line is removed.	
2.	ANNUAL REPORTS (UTILITIES) Reports sent to the Federal regulatory agency including annual reports, power system statements, and gas reports.	Destroy in office after 5 years.	
3.	CABLE TELEVISION FRANCHISE RECORDS Includes contracts, agreements, and notice of franchise.	a) Retain in office contracts, agreements, and notice of franchise for life of the franchise. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	G.S. §66-350(4)

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CUSTOMER FINANCIAL RECORDS Billing and receipt records concerning customer accounts. Includes billing adjustment records.	a) Destroy in office utility bills and receipts after 3 years.* b) Destroy in office copies of notices of unpaid bills after payment or deemed uncollectable. c) Destroy in office customer deposit records and direct draft authorizations 3 years after account is closed. d) Destroy in office customer account histories when administrative value ends. † Agency Policy: Destroy in office after _____	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.
5.	CUSTOMER USAGE RECORDS Includes reports, plans, or similar records submitted by industrial users, or publicly-owned treatment works concerning intended or actual use of the system.	Destroy in office after 3 years.*	40 CFR 403.12(o)(3)
6.	CUSTOMER WORK ORDERS Includes service orders such as to connect and disconnect service or other maintenance functions.	Destroy in office 1 year after completion of work.	
7.	LANDLORD AGREEMENTS Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office after 3 years.*	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, lines, etc., throughout the system.</p> <p>See also GEOSPATIAL RECORDS, page x.</p>	<p>Paper: Retain in office for life of system.</p> <p>GIS dataset: Records for life of system. Create a snapshot of dataset annually. To maintain,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> 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.</p>	
9.	<p>METER RECORDS (ELECTRIC, WATER, GAS) Includes meter reading records showing consumer consumption, and records concerning installation, testing, and calibration of devices.</p>	<p>a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational if like replacement occurred.</p> <p>b) Destroy in office records verifying installation of meter 5 years after equipment is no longer owned and/or operational if unlike replacement occurred.</p> <p>c) Destroy in office remaining records after 3 years.*</p>	
10.	<p>NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION</p>	<p>Destroy in office after 2 years.</p>	
11.	<p>OUTSIDE WASTE CLEARANCE RECORDS Records allowing parties outside the county's jurisdiction to dispose of waste at landfill.</p>	<p>Destroy in office 3 years after expiration of agreement.</p>	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	PRETREATMENT PROGRAM RECORDS Includes annual pretreatment reports, records of monitoring activities and results, water quality records, and other related documentation.	a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.* b) Destroy in office remaining records after 3 years.*	15A NCAC 02H .0908(f)(1) 40 CFR 503.17
13.	PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications permanently. b) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. c) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of detailed drawings of infrastructure facilities. 15A NCAC 18C .0300 and 2H .0115
14.	REPORTS: RECYCLING TONNAGE Records documenting tonnage of materials collected at curb and dropped off at recycling centers.	Destroy in office after 3 years.	
15.	SANITARY SURVEY RECORDS Includes reports, summaries, studies, correspondence, including email, and other related records documenting the sanitary condition of system.	Destroy in office 10 years after completion of survey.*	40 CFR 141.33(c) 15A NCAC 18C .1526
16.	SCALE HOUSE VIDEO MONITORING RECORDINGS	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

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ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	SERVICE AGREEMENTS Includes liquefied natural gas, electric, sewage, water and wastewater, and drainage maintenance agreements.	Destroy in office 3 years after termination or expiration.*	
18.	SERVICE INTERRUPTION RECORDS Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years.*	
19.	SEWER JETTING AND VECTORING RECORDS Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
20.	SLUDGE TREATMENT RECORDS Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans, and other related documentation.	Destroy in office after 5 years.*	40 CFR 503.17
21.	SOLID WASTE CONVENIENCE CENTER FILE Annual reports to the Department of Environment & Natural Resources – Division of Pollution Prevention & Environmental Assistance.	Destroy in office after the 5 year reporting period is complete.	
22.	SOLID WASTE SERVICE FILE Includes requests for service, billing records, and payment records.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §132-1.1(c) regarding confidentiality of public enterprise billing information.

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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.” Please use the space provided.

ITEM #	STANDARD-15: PUBLIC UTILITIES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	TAP AND HOOK UP RECORDS Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when administrative value ends.† Agency Policy: Destroy in office after _____	

*See [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

† See signature page. The agency hereby agrees that it 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." Please use the space provided.

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REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

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.

CHANGE REQUESTED

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

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Certification of the Preparation of Records for Microfilming

Name of the county, municipality, or other public body that produced these records:

Examples: [City of Raleigh] [Martin County] [Triangle Transit Authority] [High Country Council of Governments]

Name of the board, council, department, or agency:

Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]

The records included with this form are:

- Minutes
- Ordinances
- Resolutions

- Attachments or Exhibits
- Indexes
- Other: _____

Exact first and last dates of the records:

Examples: [10/2/1998 – 12/23/2002] [1/12/2006 – 12/13/2007, in reverse order]

NOTE: Please describe any irregularities (e.g. missing minutes, infrequent meetings) in a separate letter.

Volume and page numbers included:

Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]

The last volume listed is complete:

Yes No

Do you want to purchase a copy of the film, at an additional charge?

Yes No

Do you want to purchase a CD of the images, at an additional charge?

Yes No

Do you want to be informed when this shipment is received?

Yes No

Do you want to be informed when the microfilming has been completed?

Yes No

We have examined these records for accuracy and completeness. We have prepared these records according to the rules of the Government Records Branch of the Department of Cultural Resources. We understand that the records will be filmed in the order we have submitted them.

We understand that there will be a charge for each new reel of film used for our records, beginning July 1, 2008.

Contact information:

Billing address:

Name: _____

Email: _____

Phone: _____

Date: _____

INDEX

9

911 CALL RECORDINGS, 43
911 COMMUNICATION RECORDS, 43
911 FILE, 43

A

ABANDONED UTILITY LINE RECORDS, 106
ABOLISHED POSITION FILE, 71
ACCIDENT/INCIDENT REPORTS (CUSTOMER & EMPLOYEE), 112
ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION), 68
ACCOUNTS PAYABLE, 21
ACCOUNTS RECEIVABLE, 21
ACCOUNTS UNCOLLECTABLE, 21
ACCREDITATION RECORDS (TRANSPORTATION), 99
ACTIVITY REPORTS (ANIMAL CONTROL), 18
ACTIVITY REPORTS (FIRE DEPARTMENT), 43
ADMINISTRATION AND MANAGEMENT RECORDS, 1
ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES, 1
ADMISSION RECORDS (PARKS AND RECREATION), 68
ADS & NOTICES OF OVERTIME, PROMOTION, & TRAINING OPPORTUNITIES, 71
ADVERTISEMENTS, 97
AFFIDAVITS OF PUBLICATION, 63
AFFIRMATIVE ACTION FILE, 71
AGENCY LOGS (SHEETS) (TRANSPORTATION), 99
AGENCY PUBLICATIONS, 97
AGENDA & MEETING PACKETS FILE, 1
AIR POLLUTION SOURCE INFORMATION, 31
AIR SPACE CONSTRUCTION FILES, 16
AIRFIELD INSPECTION FILES, 16
AIRPORT AUTHORITY RECORDS, 16
AIRPORT CERTIFICATION MANUAL, 16
AIRPORT COMMISSION MINUTES, 16
AIRPORT MASTER RECORD FILES, 16
ALCOHOL LICENSES, 31
AMBULANCE CALL REPORTS (ACR), 44
AMBULANCE DISPATCH RECORDS, 44
AMBULANCE SERVICE RUN LOG, 44
AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS, 99
AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS, 99
AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS, 99
ANIMAL ABUSE CASES, 18
ANIMAL ADOPTION RECORDS, 18
ANIMAL BITE RECORDS, 18

ANIMAL COMPLAINT RECORDS, 19
ANIMAL CONTROL & SHELTER RECORDS, 18
ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS, 19
ANIMAL LICENSE RECORDS, 19
ANNUAL ACTIVITY REPORT (PARKS AND RECREATION), 68
ANNUAL BUDGET, 21
ANNUAL REPORTS, 12
ANNUAL REPORTS (UTILITIES), 106
ANNUAL SUBMISSION ON PERSONNEL & ADMINISTRATIVE FUNDS FILE (EMERGENCY SERVICES), 44
APPEARANCE COMMISSION MEETINGS, 87
APPEARANCE COMMISSION PROJECT FILE, 87
APPLICATIONS FOR APPOINTMENT, 1
APPLICATIONS FOR ART-IN-TRANSIT, 100
APPLICATIONS FOR AWARDS (TRANSPORTATION), 100
APPLICATIONS FOR DISCOUNT PASSES (TRANSPORTATION), 100
APPLICATIONS FOR TRANSIT SERVICE (TRANSPORTATION), 100
APPOINTMENTS REPORTING RECORDS, 1
APPRENTICESHIP PROGRAM RECORDS, 71
APTITUDE & SKILLS TESTING RECORDS, 71
ARBITRAGE RECORDS, 21
ASBESTOS MANAGEMENT PLAN, 112
ASBESTOS TRAINING RECORDS, 112
ASSESSMENT RECORDS FILE, 87
ASSOCIATIONS & ORGANIZATIONS FILE, 1
ATHLETIC PROGRAM FILE, 70
AUDIO & VIDEO RECORDINGS OF MEETINGS, 2
AUDIO RECORDINGS (PUBLIC RELATIONS), 97
AUDIO TAPES (PUBLIC RELATIONS), 97
AUDIT TRAILS FILE, 58
AUDITS
 FINANCIAL, 22
 PERFORMANCE, 2
AUTHORIZATION FORMS, 22
AUTOMATIC EXTINGUISHER AND FIRE ALARM FILE, 45

B

BACKUP FILE (GIS RECORDS), 50, 51, 52
BANK STATEMENTS, 22
BEER & WINE LICENSES, 31
BENEFITS REIMBURSEMENT PLAN, 72
BIDS FOR DISPOSAL OF PROPERTY, 22
BIDS FOR PURCHASE, 22
BILLING & CLAIMS, 23

BILLS OF SALE, 23
 BIRTH CERTIFICATES (REFERENCE COPIES) PARKS &
 RECREATION, 68
 BLOODBORNE PATHOGEN TRAINING RECORDS, 113
 BLUEPRINTS & SPECIFICATIONS, 31
 BOARD OF ADJUSTMENT CASE FILE, 87
 BOARD OF ADJUSTMENT CASE INDEX, 87
 BOARD OF ADJUSTMENT MEETINGS, 88
 BOND & OTHER DEBT FINANCIAL RECORDS, 25
 BOND CLOSING RECORDS, 23
 BOND REGISTER, 23
 BONDS, NOTES & COUPONS, 23
 BUDGET REQUESTS & WORKING PAPERS, 24
 BUDGET RESOLUTIONS & ORDINANCES, 23
 BUDGET, FISCAL & PAYROLL RECORDS, 21
 BUILDING INSPECTION RECORDS, 31
 BUILDING PERMIT LOG, 36
 BUILDING PERMIT RECEIPT BOOKS, 36
 BUILDING PERMITS, 32
 BUILDING TRADES CERTIFICATIONS, 40
 BULLETINS, 2
 BURNING PERMITS, 38
 BURNING PERMITS (BUILDING INSPECTIONS), 36
 BUSINESS CERTIFICATION RECORDS, 32
 BUSINESS DEVELOPMENT SUBJECT FILES (BUSINESS
 AND ECONOMIC DEVELOPMENT), 2

C

CABLE TELEVISION FRANCHISE RECORDS, 106
 CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS, 72
 CALENDARS OF EVENTS & APPOINTMENTS, 2
 CALL IN LOGS (SHEETS) (TRANSPORTATION), 100
 CANCELLED CHECKS, 22
 CARTOGRAPHIC MAPS, 55
 CENSUS PROJECT FILE, 2
 CERTIFICATES OF ANIMAL RELEASE, 19
 CERTIFICATES OF OCCUPANCY, 32
 CHARTER RECORDS, 2
 CHECK REGISTER, VARIOUS FUNDS, 24
 CHECK STUBS, 24
 CITATIONS RECORDS (PARKS & RECREATION), 68
 CITIZEN SURVEYS, 3
 COBRA RECORDS (CONSOLIDATED OMNIBUS
 BUDGET RECONCILIATION ACT), 72
 CODE ENFORCEMENT AND INSPECTION RECORDS,
 31
 COMMUNICATIONS RECORDINGS, 17
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 ADMINISTRATIVE RECORDS, 88
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
 APPLICATION RECORDS, 89
 COMMUNITY WATER SYSTEM PERMIT, 37
 COMPANY RUN REPORT (FIRE JOURNAL), 44

COMPLAINTS & SERVICE REQUESTS, 3
 COMPLAINTS (DISCRIMINATION), 63
 COMPREHENSIVE LAND USE PLAN & AMENDMENTS,
 89
 COMPREHENSIVE PLAN, 3
 COMPUTER AND NETWORK USAGE RECORDS, 58
 CONDEMNATION RECORDS, 63
 CONDITIONAL USE PERMIT RECORDS & INDEX, 89
 CONFERENCES & WORKSHOPS FILE, 4
 CONFLICT OF INTEREST DISCLOSURE STATEMENT, 64
 CONSOLIDATED MONTHLY REPORTS (FIRE
 DEPARTMENT), 44
 CONSTRUCTION PERMITS, 32
 CONTRACT BUDGET & EXPENDITURE REPORTS, 24
 CONTRACTOR COMPLIANCE MONITORING FILES
 (BUSINESS AND ECONOMIC DEVELOPMENT), 64
 CONTRACTS & AGREEMENTS, 64
 CONTROLLED SUBSTANCE EUTHANASIA LOG, 19
 CONTROLLED SUBSTANCE LABS DECONTAMINATION
 RECORDS, 32
 CORE DATA (GIS RECORDS), 52
 CORRESPONDENCE & MEMORANDA, 4
 CORRESPONDENCE (LEGAL), 64
 COST ALLOCATION PLANS, 24
 CREDIT CARD AND DEBIT SLIPS, 24
 CREDIT CARD USE FILE, 24
 CUSTOMER (RIDER) ALERTS, 100
 CUSTOMER (RIDER) IDENTIFICATION RECORDS, 100
 CUSTOMER ACCOUNT HISTORIES, 107
 CUSTOMER CALL CENTER RECORDINGS, 4
 CUSTOMER FINANCIAL RECORDS, 107
 CUSTOMER USAGE RECORDS, 107
 CUSTOMER WORK ORDERS, 107

D

DAILY CASH REPORTS, 24
 DAILY DETAIL REPORTS, 24
 DAILY FACILITY OPERATORS LOGS AND REPORTS, 38
 DAM CONSTRUCTION FILES, 32
 DANGEROUS ANIMAL RECORDS, 19
 DATA DOCUMENTATION (METADATA) (GIS
 RECORDS), 53
 DEBT FINANCING RECORDS, 25
 DECLARATIONS & BY LAWS FROM TOWNHOUSES,
 CONDOMINIUMS, PLANNED RESIDENTIAL
 DEVELOPMENTS, COMMON AREAS, ETC, 90
 DEEDS, TITLES, 66
 DEFERRED COMPENSATION FILE, 72
 DEMOLITION PERMITS, 32
 DEPOSIT RECORDS, 107
 DEPOSIT SLIPS, 22
 DEPOSITS, 25

DETAIL REPORT FILE (FINANCIAL RECORDS FOR
GENERAL FUND OR GENERAL LEDGER), 25
DIGITIZATION AND SCANNING RECORDS, 59
DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS,
25
DIRECT DRAFT AUTHORIZATIONS, 107
DISABILITY SALARY CONTINUATION CLAIM, 72
DISADVANTAGED BUSINESS ENTERPRISE (DBE)
RECORDS (TRANSPORTATION), 101
DISASTER & EMERGENCY MANAGEMENT PLANS, 45
DISASTER PREPAREDNESS AND RECOVERY PLANS
(INFORMATION TECHNOLOGY), 59
DISCHARGE MONITORING REPORTS, 39
DISCIPLINARY FILE, 73
DISPATCH FILE (FIRE DEPARTMENT), 45
DISPATCH RECORDINGS (FIRE DEPARTMENT), 45
DISPATCH RECORDS (TRANSPORTATION), 101
DISTRICT INVESTMENT RECORDS, 25
DONATIONS & SOLICITATIONS, 25
DROUGHT CONTINGENCY PLANS, 32
DRUG & ALCOHOL PROGRAMS FILE, 74
DUAL EMPLOYMENT FILE, 75

E

EASEMENT RELEASE REQUEST FILE, 90
EASEMENTS & RIGHT OF WAY AGREEMENTS, 64
EDUCATIONAL LEAVE & REIMBURSEMENT FILE, 75
ELECTRIC POWER SYSTEM INSPECTIONS & TESTS, 34
ELECTRIC RECORDS, 106
ELECTRICAL PERMITS, 32
EMERGENCY NOTIFICATIONS, 45
EMERGENCY SERVICES RECORDS, 43
EMPLOYEE BENEFITS REGISTER, 75
EMPLOYEE CERTIFICATION & QUALIFICATION
RECORDS, 75
EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES, 75
EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM
RECORDS, 76
EMPLOYEE ELIGIBILITY RECORDS, 76
EMPLOYEE EXIT INTERVIEW RECORDS, 76
EMPLOYEE HEALTH CERTIFICATES, 76
EMPLOYEE MEDICAL RECORDS, 77
EMPLOYEE PENSION & BENEFIT PLAN ENROLLMENT
FORMS, 77
EMPLOYEE PENSION & BENEFITS PLANS, 77
EMPLOYEE PERFORMANCE REVIEW FILE, 78
EMPLOYEE POLYGRAPH RECORDS, 78
EMPLOYEE SECURITY RECORDS, 113
EMPLOYEE SUGGESTIONS, 78
EMPLOYEE TRAINING & EDUCATIONAL RECORDS, 78
EMPLOYEE WORKS SCHEDULES & ASSIGNMENT
RECORDS, 79
EMPLOYMENT APPLICATIONS & RESUMES, 79

EMPLOYMENT LISTINGS, ADVERTISEMENTS &
ANNOUNCEMENTS, 79
EMPLOYMENT SELECTION RECORDS, 80
ENCROACHMENTS FILE, 65
ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS
& PERMITS, 37
ENFORCEMENT CASES (EROSION & SEDIMENT
CONTROL), 33
ENVIRONMENTAL HEALTH REPORTS, 39
ENVIRONMENTAL HEALTH SUMMARY OF
INSPECTIONS, 34
ENVIRONMENTAL IMPACT STUDIES (PLANNING &
ZONING), 90
EQUAL EMPLOYMENT OPPORTUNITY (EEO) CASE
RECORDS, 80
EQUAL EMPLOYMENT OPPORTUNITY (EEO)
RECORDS & REPORTS, 80
EQUAL PAY RECORDS, 81
EQUIPMENT & VEHICLE REFERENCE FILE, 5
EQUIPMENT INVENTORIES, 10
EQUIPMENT MAINTENANCE, REPAIR & INSPECTION
RECORDS, 5
EQUIPMENT, FACILITY & VEHICLE USAGE RECORDS, 5
EROSION & SEDIMENT CONTROL AFFIDAVITS, 32
EROSION AND SEDIMENT CONTROL PLANS, 33
ESCHEAT & UNCLAIMED PROPERTY FILE, 25
EVACUATION PLANS (EMERGENCY SERVICES), 45
EXEMPTION (VARIANCE) RECORDS, 33
EXPENDITURE REPORTS, 25

F

FACILITIES USE PERMITS (PARKS & RECREATION), 37
FACILITY ACCESSIBILITY RECORDS, 5
FACILITY MAINTENANCE, REPAIR & INSPECTION
RECORDS, 33
FACILITY SERVICE & MAINTENANCE AGREEMENTS,
26
FAMILY MEDICAL LEAVE ACT, 82
FEASIBILITY STUDIES (PLANNING & ZONING), 90
FEE SCHEDULES, 11
FINANCIAL JOURNALS & LEDGERS, 26
FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE,
45
FIRE ALARM JOURNAL, 45
FIRE INCIDENT REPORT. *SEE* NORTH CAROLINA FIRE
INCIDENT REPORT
FIRE INSPECTION REPORTS, 46
FIRE INVESTIGATION CASE FILES, 46
FIRE INVESTIGATION RECORDS, 46
FIRE JOURNAL, 44
FIRE LIMITS ORDINANCES, 46
FIRE PERMITS (CONSTRUCTION), 32

FIXED NUCLEAR FACILITIES PLANS FILE (EMERGENCY SERVICES), 46
FRINGE BENEFITS FILE, 81
FUEL OIL STORAGE TANK RECORDS, 113
FUND DRIVE & EVENT RECORDS, 6

G

GAS RECORDS, 106
GEOGRAPHIC INFORMATION SYSTEM (GIS) BACKUP FILE, 50, 51, 52
GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA, 52
GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA), 53
GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES, 53
GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS, 53
GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS, 53
GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS, 54
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS., 50
GOALS & OBJECTIVES, 6
GOING OUT OF BUSINESS LICENSES, 33
GOLF CART REGISTRATION RECORDS, 38
GRANT CONTRACT APPEALS CASES, 6
GRANT PROPOSALS, 6
GRANTS, 6
FINANCIAL, 26
GRIEVANCE FILE, 81
GROUNDWATER MONITORING RECORDS, 33

H

HAZARDOUS MATERIALS TRAINING RECORDS, 113
HAZARDOUS WASTE DISPOSAL RECORDS, 34
HEALTH AND SAFETY RECORDS, 113
HEALTH INSURANCE FILE, 81
HISTORIES FILE (AGENCY & EMPLOYEES), 7
HISTORIES OF PET OWNERS, 20
HOLD HARMLESS AGREEMENTS. *SEE* CONTRACTS AND AGREEMENTS
HOUSING REHABILITATION PROGRAM RECORDS, 90
HYDRANT RECORDS (MAINTENANCE AND TEST FILE), 47

I

ILLEGAL DUMPING FILE, 34
INCREMENTS FILE, 81
INDEX FILE, 7
INFORMATION TECHNOLOGY (IT) RECORDS, 58

INFORMATION TECHNOLOGY ASSISTANCE RECORDS, 59
INSPECTOR'S WORKSHEETS, 32
INSURANCE & LIABILITY WAIVERS, 113
INSURANCE AUDITS, SURVEYS & REPORTS, 113
INSURANCE FILE, 26
INSURANCE POLICIES, 65
INTERNAL STANDARDS AND PROCEDURES (GIS RECORDS), 53
INTERNATIONAL FEDERATION OF PARKS AND RECREATION, 69
INTERNSHIP PROGRAM FILE, 81
INVESTMENT RECORDS, 26
INVOICES, 27

L

LABORATORY OPERATIONS FILE, 35
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS, 17
LANDFILL INSPECTIONS, 34
LANDFILL MONITORING REPORTS, 39
LANDFILL OPERATIONAL PLAN, 36
LANDFILL PERMITS, 37
LANDFILL TONNAGE & COST FILE, 36
LANDLORD AGREEMENTS, 107
LANDSCAPE ESTABLISHMENT PERMITS, 38
LEAD AND COPPER COMPLIANCE RECORDS, 35
LEASES FILE, 65
LEAVE FILE, 82
LEGAL OPINIONS, 65
LEGAL RECORDS, 63
LEGAL REVIEW RECORDS, 65
LEGISLATION & REGULATORY RECORDS, 7
LIFT STATION INFORMATION FILE, 35
LITIGATION CASE RECORDS, 66
LOAN RECORDS, 27
LOCAL EMERGENCY PLANNING COMMITTEE MINUTES, 47
LOCAL EMERGENCY PLANS, 47
LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS, 27
LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS, 27
LONGEVITY PAY REQUESTS, 82
LOSS CONTROL INSPECTION REPORTS, 114
LOST & STOLEN PROPERTY REPORTS, 114
LOST AND FOUND RECORDS (TRANSPORTATION), 101

M

MAILING & DISTRIBUTION RECORDS, 7
MANAGEMENT STUDIES, 12
MAPPING PROJECT RECORDS, 54

MAPS
 \ALL OTHER, 56, 95
 \CARTOGRAPHIC AND ORTHOPHOTOGRAPHY, 55
 \PARCEL, 55
 MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS), 108
 MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) (PLANNING & ZONING), 91
 MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE) (PLANNING & ZONING), 91
 MASTER SUMMARY (LOG OR REGISTER) (PLANNING & ZONING), 91
 MATERIAL SAFETY DATA SHEETS, 114
 MECHANICAL PERMITS, 32
 MEDICAL RECORDS, VOLUNTEER FIREFIGHTERS, 49
 MERIT & SENIORITY SYSTEM RECORDS, 82
 METADATA (GIS RECORDS), 53
 METER TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS), 108
 METHAMPHETAMINE LABS DECONTAMINATION RECORDS, 32
 MILITARY LEAVE, 82
 MINUTES (STAFF MEETINGS), 8
 MINUTES OF PUBLIC BODIES, 8
 MINUTES, AIRPORT COMMISSION, 16
 MISCELLANEOUS APPLICATIONS & PERMITS, 37, 38
 MONITORING RECORDS (GIS RECORDS), 53
 MONTHLY BUDGET REPORTS, 27
 MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS, 39
 MONTHLY REPORTS, 12
 MONTHLY REPORTS, CONSOLIDATED (FIRE DEPARTMENT), 44

N

NATIONAL FLOOD INSURANCE PROGRAM RECORDS, 47
 NATIONAL TRANSIT DATABASE (NTD) REPORT, 101
 NATURAL GAS SYSTEM INSPECTIONS & TESTS, 34
 NC SEDIMENTATION & POLLUTION CONTROL COMMISSION, 36
 NETWORK AND SYSTEM SECURITY RECORDS, 60
 NETWORK DIAGRAMS, 60
 NEWS & PRESS RELEASES, 97
 NORTH CAROLINA FIRE ASSOCIATION RECORDS, 47
 NORTH CAROLINA FIRE CASUALTY REPORT, 47
 NORTH CAROLINA FIRE INCIDENT REPORT, 47
 NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT, 48
 NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION, 108
 NOTICES OF PUBLIC MEETINGS, 8
 NOTIFICATION OF PENALTY ASSESSMENT FILE, 114

NUCLEAR CIVIL PROTECTION PLAN (EMERGENCY SERVICES), 48

O

OATHS OF OFFICE FILE, 66
 OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA) FILE, 114
 OFFICE SECURITY RECORDS, 9
 OFFICIALS FILE (PARKS AND RECREATION), 69
 OPEN SPACE CLASSIFICATION CASE FILE, 91
 OPERATIONAL RECORDS (GIS RECORDS), 53
 OPERATOR BID RECORDS (TRANSPORTATION), 101
 OPERATOR SHIFT INSPECTION RECORDS (TRANSPORTATION), 101
 ORDINANCE & RESOLUTION DEVELOPMENT RECORDS, 66
 ORDINANCES, 9
 ORGANIZATION RECORDS, 9
 ORTHOIMAGERY, 52
 ORTHOPHOTOGRAPHY MAPS, 55
 OUTSIDE WASTE CLEARANCE RECORDS, 108
 OWNER CONTACT NOTICE RECORDS, 20
 OWNERSHIP RECORDS (DEEDS, TITLES), 66

P

PAID CHECKS, BILLS & VOUCHERS, 27
 PARCEL MAPS, 55
 PARKING FILE, 9
 PARKS & RECREATION BOARD RULES & REGULATIONS, 70
 PARKS & RECREATION RECORDS, 68
 PARKS AND RECREATION BOARD MEETINGS, 69
 PARKS PLANNING FILE, 69
 PATIENT CARE REPORTS (PCR), 44
 PAYROLL & EARNINGS RECORDS, 27
 PAYROLL DEDUCTION RECORDS, 28
 PERIODIC INSPECTION REPORTS OF INDUSTRIAL FACILITIES FILE, 34
 PERSONNEL ACTION NOTICES, 82
 PERSONNEL RECORDS, 71
 PERSONNEL RECORDS (OFFICIAL COPY), 83
 PERSONNEL RECORDS (REFERENCE COPY), 83
 PERSONNEL RECORDS, VOLUNTEER FIREFIGHTERS, 49
 PEST CONTROL RECORDS, 9
 PETITION & REGULATION RECORDS (PLANNING & ZONING), 92
 PETITIONS, 3
 PHARMACEUTICAL RECORDS (EMERGENCY SERVICES & FIRE DEPARTMENT), 48
 PLANNING & DEVELOPMENT FILE, 10
 PLANNING & ZONING RECORDS, 87
 PLANNING & ZONING STUDIES, 93

PLANNING AND ZONING BOARD MEETINGS, 93
 PLANNING REVIEW CASE FILE, 94
 PLANS (FIRE DEPARTMENT), 48
 PLUMBING PERMITS, 32
 POLICIES, 1
 POLICIES & PROCEDURES (PERSONNEL), 84
 POOL RECORDS, 69
 POPULAR ANNUAL FINANCE REPORT, 28
 POSITION CLASSIFICATION/POSITION HISTORY FILE,
 84
 POSITION CONTROL CARDS, 84
 POSITION DESCRIPTION RECORDS, 84
 POSITION REQUISITION & ANALYSIS RECORDS, 84
 POWELL BILL RECORDS, 28
 PRELIMINARY SUBDIVISION & GROUP
 DEVELOPMENT SITE PLANS, 94
 PRETREATMENT PROGRAM RECORDS, 109
 PRE-TRIAL RELEASE PROGRAM RECORDS, 67
 PROCEDURES, 1
 PROCEDURES (GIS RECORDS), 53
 PROCLAMATIONS AND ORDERS, 10
 PROJECT DOCUMENTATION FILES (INFORMATION
 TECHNOLOGY), 60
 PROJECT RECORDS (GIS RECORDS), 54
 PROJECTS FILE, 10
 PROPERTY INVENTORIES, 10
 PUBLIC HEARING RECORDS, 10
 PUBLIC RECORDS DISCLOSURE FILE, 11
 PUBLIC RELATIONS FILE, 98
 PUBLIC RELATIONS RECORDS, 97
 PUBLIC TRANSPORTATION SYSTEMS, 99
 PUBLIC UTILITIES SYSTEM ENGINEERING,, 109
 PUBLICATIONS RECEIVED, 11
 PUMP TEST RECORDS, 48
 PURCHASE ORDERS, 28
 PURCHASING REPORTS & LOGS, 29

Q

QUARTERLY UTILIZATION REPORTS (BUSINESS AND
 ECONOMIC DEVELOPMENT), 11

R

RABIES CONTROL REPORTS, 20
 RADEF DATA BANK RADIOACTIVE MATERIAL
 INVENTORY (EMERGENCY SERVICES), 48
 RADIO DISPATCH RECORDINGS & LOGS
 (TRANSPORTATION), 102
 RADIO LOGS, 17
 RADIOLOGICAL DATA STATION FILE (EMERGENCY
 SERVICES), 48
 RATE SCHEDULES, 11
 REBATE (CITIZEN) PROGRAM RECORDS, 3
 RECIPIENT CHECK & CANCELLATION REGISTERS, 29

RECONCILIATIONS, 22
 RECORDS BACKUPS, SYSTEM MAINTENANCE
 RECORDS, 62
 RECORDS MANAGEMENT FILE, 11
 RECREATIONAL EQUIPMENT RECORDS, 70
 RECREATIONAL VEHICLE REGISTRATION RECORDS,
 38
 RECYCLING TONNAGE RECORDS, 109
 REDEVELOPMENT PLANNING RECORDS, 94
 REFERENCE (READING) FILE, 11
 REFERRED PROJECTS (PLANNING & ZONING), 94
 REGISTRATION/RESERVATION RECORDS (PARKS &
 RECREATION), 70
 REGULATIONS, 1
 RELEASE FORMS (PARKS & RECREATION), 70
 REPORTS & STUDIES (INTERNAL ADMINISTRATION),
 12
 REQUEST FOR CHANGE IN RECORDS SCHEDULE, 116
 REQUEST FOR DISPOSAL OF UNSCHEDULED
 RECORDS, 117
 REQUEST FORMS, 116
 REQUESTS FOR PROPOSALS, 12
 REQUISITIONS FILE, 12
 RESEARCH STUDIES, 12
 RESOLUTIONS ON ESTABLISHMENT OF (EMERGENCY
 SERVICES) LOCAL AGENCY, 48
 RESOLUTIONS, PROCLAMATIONS & ORDERS, 13
 RESPIRATOR PROGRAM RECORDS, 114
 RETURNED MAIL, 7
 REZONING RECORDS & INDEXES, 95
 RIDERSHIP REPORTS, 102
 RISK MANAGEMENT RECORDS, 112
 ROAD PERMITS, 32
 ROUTE HISTORY RECORDS (TRANSPORTATION), 102
 ROUTE MAINTENANCE RECORDS
 (TRANSPORTATION), 102
 RULES, 1

S

SAFETY CERTIFICATIONS (PUBLIC TRANSPORTATION,
 102
 SAFETY COMMITTEE MEETINGS, 48
 SALARY SURVEY RECORDS, 84
 SANITARY LANDFILL INSPECTIONS, 35
 SANITARY SURVEY RECORDS, 109
 SANITATION RECORDS, 106
 SCALE HOUSE VIDEO MONITORING RECORDINGS
 (UTILITIES), 109
 SCALE HOUSE VIDEO MONITORING TAPES, 109
 SEAT BELT & RESTRAINT SYSTEM RECORDS
 (TRANSPORTATION), 102
 SECURITY RECORDS, EMPLOYEE, 113
 SELF-INSURER CERTIFICATION FILE, 115

SERVICE AGREEMENTS (UTILITIES), 110
 SERVICE AWARDS & COMMENDATIONS, 85
 SERVICE INTERRUPTION RECORDS (UTILITIES), 110
 SERVICE PERFORMANCE RECORDS
 (TRANSPORTATION), 102
 SERVICE PLANNING & DEVELOPMENT RECORDS
 (TRANSPORTATION), 103
 SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS,
 35
 SEWAGE RECORDS, 106
 SEWER JETTING AND VECTORING RECORDS, 110
 SHELTER DISPOSITION SHEETS, 20
 SHELTER FACILITIES LISTING (EMERGENCY SERVICES),
 49
 SHELTER RECORDS (TRANSPORTATION), 103
 SLUDGE TREATMENT RECORDS, 110
 SOFTWARE LICENSE AND COPYRIGHT PROVISIONS
 RECORDS, 61
 SOLID WASTE CONVENIENCE CENTER FILE, 110
 SOLID WASTE MANAGEMENT VIOLATION RECORDS,
 40
 SOLID WASTE SERVICE FILE, 110
 SPECIAL EVENTS PERMITS, 38
 SPECIAL EVENTS PROGRAM FILE (PARKS AND
 RECREATION), 70
 SPEECHES, 98
 STANDARD BUILDING CODES, 39
 STANDARDS (GIS RECORDS), 53
 STATE OF EMERGENCY ORDINANCES, 49
 STREET INFORMATION, 40
 STREET NAMES & CHANGES OF STREET NAMES FILE,
 95
 STRUCTURAL MODIFICATION PERMITS, 32
 SUBDIVISION RECORDS, 95
 SUBSTANDARD HOUSING INSPECTIONS REPORTS, 35
 SUPERFUND AUTHORIZATION RECOVERY ACT
 INFORMATION FILE, 49
 SURETY BOND INFORMATION (UTILITIES), 29
 SURPLUS PROPERTY FILE, 13
 SYSTEM ACCESS RECORDS (INFORMATION
 TECHNOLOGY), 61
 SYSTEM DOCUMENTATION RECORDS, 61
 SYSTEM MAINTENANCE RECORDS: HARDWARE
 REPAIR OR SERVICE, 62
 SYSTEM MAINTENANCE RECORDS: RECORDS
 BACKUPS, 62

T

TAP AND HOOK UP RECORDS, 111
 TELEPHONE USAGE LOGS & REPORTS, 13
 TEMPORARY EMPLOYEE RECORDS, 85
 TEMPORARY MANUFACTURED HOME PERMITS, 92
 TERMINAL DISPATCH RECORDS, 103

TICKET CONSIGNMENT RECORDS, 103
 TICKET STUBS, 70
 TIME SHEETS, CARDS, & ATTENDANCE RECORDS, 29
 TRANSIT (BUS) SCHEDULES, 103
 TRANSPORTATION SYSTEM OPERATIONS REPORTS,
 103
 TRANSPORTATION SYSTEM SERVICE PERFORMANCE
 EVALUATIONS, 104
 TRANSPORTATION SYSTEM STATISTICAL RECORDS,
 104
 TRAVEL REIMBURSEMENTS, 29
 TRAVEL REQUESTS, 13
 TRIP REQUESTS (TRANSPORTATION), 103
 TROUT BUFFER VARIANCES, 40

U

U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA)
 REPORTS, 39
 U.S. BUREAU OF LABOR STATISTICS & SUMMARY
 FILE, 115
 UNDELIVERABLE MAIL, 7
 UNEMPLOYMENT COMPENSATION CLAIMS, 85
 UNEMPLOYMENT COMPENSATION REPORTS, 85
 UNEMPLOYMENT INSURANCE FILE, 85
 UNSAFE BUILDINGS FILE, 40
 UTILITIES RECORDS, 106

V

VACCINATION RECORDS (ANIMAL SHELTER), 20
 VALVE OPERATION FILE, 41
 VANPOOL DRIVER APPLICATIONS, 104
 VANPOOL MONTHLY USAGE REPORTS, 104
 VARIANCES (PLANNING & ZONING), 95
 VEHICLE BREAKDOWN RECORDS
 (TRANSPORTATION), 104
 VEHICLE MAINTENANCE, REPAIR & INSPECTION
 RECORDS, 5
 VEHICLE OPERATOR INSTRUCTIONS
 (TRANSPORTATION), 104
 VEHICLE TITLES, 67
 VEHICLE USAGE LOGS (SHEETS) (TRANSPORTATION),
 105
 VENDOR FILE, 29
 VETERANS COMMISSION QUARTERLY REPORTS, 13
 VIOLATION RECORDS, 41
 VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS, 49
 VOLUNTEER FIREFIGHTERS MEDICAL RECORDS, 49
 VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS, 49
 VOLUNTEER RECORDS, 86
 VOUCHERS, 29

W

WARRANTIES, 67

WASTE ELECTRONICS COLLECTION FILE, 41
WASTE LOAD INSPECTIONS, 35
WASTE OIL COLLECTION FILE, 41
WASTEWATER MAINTENANCE OPERATION REPORT,
39
WASTEWATER POLLUTION CONTROL AND
ABATEMENT RECORDS, 41
WASTEWATER QUALITY ANALYSIS RECORDS, 41
WATER & WASTEWATER PERMITS & APPROVAL
RECORDS, 38
WATER & WASTEWATER SYSTEM INSPECTIONS &
TESTS, 35
WATER & WASTEWATER SYSTEM MAINTENANCE &
REPAIR, 109
WATER & WASTEWATER SYSTEM PROJECT RECORDS,
42
WATER ANALYSIS (REFERENCE), 41
WATER CONSERVATION VIOLATION NOTICES, 40
WATER RECORDS, 106
WATER SYSTEM OPERATIONS RECORDS, 42

WATER TANKS, SPECIFICATIONS, & BOOSTER
STATIONS FILE, 42
WEB MANAGEMENT AND OPERATIONS RECORDS:
STRUCTURE, 62
WEBSITE (ELECTRONIC) FILE, 62, 98
WIA - AUDIT/AUDIT RESOLUTIONS, 14
WIA - LOCAL AREA JOB TRAINING PLAN RECORDS, 14
WIA - PARTICIPANT RECORDS, 15
WITHHOLDING TAX FILE, 30
WORK ORDERS (EQUIPMENT REPAIR), 14
WORK ORDERS (FACILITY REPAIR), 14
WORK ORDERS (VEHICLE REPAIR), 14
WORKERS' COMPENSATION PROGRAM
(ADMINISTRATIVE) FILE, 86
WORKERS' COMPENSATION PROGRAM CLAIMS FILE,
86
WORKFORCE DEVELOPMENT BOARD MEETINGS, 14

Z

ZONING COMPLIANCE PERMITS, 92
ZONING ORDINANCES & AMENDMENTS, 96
ZONING VIOLATIONS, 95