



**Town of North Topsail Beach
Board of Aldermen Regular Meeting**

Wednesday, March 06, 2024, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Mike Benson
Alderman – Laura Olszewski
Alderman – Tom Leonard
Interim Town Clerk – Nancy Avery*

- I. CALL TO ORDER (Mayor McDermon)**
- II. INVOCATION (Alderman Pletl)**
- III. PLEDGE OF ALLEGIANCE (Mayor McDermon)**
- IV. APPROVAL OF AGENDA**

Specific Action Requested: Mayor will request for a motion to adopt the agenda

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

VII. PUBLIC PRESENTATIONS AND HEARINGS

- A. Coastal engineer update (Fran Way)
- B. Recent beach survey results and recommendation follow up (Fran Way)

From February 7th meeting, Engineer Way to provide cost and location for placement of additional sand in Phase I.

VIII. CONSENT AGENDA

- A. Approval of Minutes - February 7th regular meeting
- B. Department Head Reports
 - 1. Finance Department
 - 2. Fire Department

3. Inspections Department
4. Planning Department
5. Police Department

C. Resolution 2024-02 Adopting NC Records Retention Policy

D. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. Topsail Island Shoreline Protection Committee - <https://tispc.org/minutes/>
4. ONWASA

Specific Action Requested: Mayor will request a motion to approve the Consent Agenda

IX. CONTINUING BUSINESS

A. Beach, Inlet, Sound Advisory Committee (BISAC) Update (Chair Strother)

X. NEW BUSINESS

- A. Topsail Island Shoreline Protection Committee (TISPC) Charter (Mayor Pro Tem Benson)
- B. Board of Adjustment (Mayor McDermon)

Consideration of application from Susan Meyer for regular position vacancy on Board of Adjustment for three-year term.

Specific Action Requested: Mayor may ask for motion to appoint.

- C. 2024 Washington DC federal meetings (Manager Derian)

In person meetings with Congressional representatives, FEMA, and the US Army Corps of Engineers to take place in Washington DC the week of April 15, 2024.

Specific Action Requested: Mayor may ask for a motion to appoint Tom Leonard, Board of Alderman and Alice Derian, Town Manager as the Town representatives for attendance at each meeting.

XI. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION as per NCGS 143-318.11(a)

- (3) Consultation with the attorney
- (5) Acquisition of property.

XVI. ADJOURNMENT

Board of Aldermen Regular Meeting
Wednesday, February 7, 2024
DRAFT MINUTES

The Town of North Topsail Beach Board of Aldermen held its regular meeting on February 7, 2024. A quorum of the board was present. The Town Attorney was not in attendance.

Board members present: Mayor Joann McDermon, Mayor Pro Tem Mike Benson, Aldermen Connie Pletl, Richard Grant, Tom Leonard and Laura Olszewski.

Board members absent: None

Staff present: Town Manager Alice Derian, IT Director Ricky Schwisow, Police Chief William Younginer, Fire Chief Chad Soward, Public Works Supervisor Al Cablay and Interim Town Clerk Nancy Avery.

Call to order

Mayor McDermon called the meeting to order at 11:00 am. Alderman Leonard gave the invocation and led in the Pledge of Allegiance.

Approval of Agenda

Mayor McDermon stated the Closed Session needs to be removed from the agenda as the Town Attorney is not at the meeting.

Motion – Mayor Pro Tem Benson motioned to adopt the agenda with the removal of the Closed Session; seconded by Alderman Olszewski; unanimously approved.

Manager's report

Beach Projects:

- Phase 5 work continues, and the contractor has been back to placing normal volumes and averaging 15,000 CY's per week since mid-January and is working Monday through Saturday. There was a temporary slowdown with progress that the contractor reported with the 421-sand production being slower than normal due to delayed expansion permitting. The slowed production of beach compatible sand has affected progress; however, it is the Town's expectation that the contractor completes the project by the end of the current environmental permitting window which ends on April 30th.
- A schedule is pending from the contractor to schedule the remainder of the Phase 1 project for this environmental window.
- I requested a survey to be completed by the engineers following the back-to-back recent storms. Fran is here to present today and discuss recommendations.

Fire Station No. 2:

- Work continues on the Fire Station Project Financing and Construction as planned. Since the last meeting, all tasks related to financing and preparation of construction documents have been completed. The preliminary "abstract" schedule with the contractor that I reviewed with the architect is as follows:

- Contract reviewed/signed, bonds and insurance the week of Feb 7th
- Preconstruction meeting Feb. 28th
- Jobsite set up March 15th
- Demolition start March 25th

FY 2024-2025 Budget:

- The proposed budget calendar has been provided to the Board and attached to my report.
- The Finance Director and I held budget meetings throughout January with the Department Heads reviewing their requested budget, to assess departmental needs and to review capital improvement requests.
- Budget workshops are scheduled for February 21st and February 22nd as well as March 13th and March 14th from 8:30am to 4:30 pm. Each department will present to the Board to review needs and requests. The Board will then review a draft budget document and complete a review of Capital improvements and discuss prioritization of needs vs available funds and solicit innovative ideas or services to include.
- The Public Hearing will be held on April 3rd at the regularly scheduled BOA meeting.
- Budget / Ordinance adoption will be held on May 1st at the regularly scheduled BOA meeting.

Consensus- Board of Aldermen agreed on the proposed budget calendar as presented.

Consensus – Department Heads to be proactive in updating the Capital Improvement Projects Five Year Plan as part of budget sessions.

Grants:

- Recently, the N.C. Emergency Management announced they were accepting applications for grants funded through the 2023 Appropriations Act, the Emergency Management Disaster Relief and Mitigation Fund. In January, I worked on preparing a grant application for two storm water projects that were deemed a high priority. The two critical areas chosen for immediate improvement are Island Drive near the South Fire Station and the other on New River Inlet Road at Richard Peters Park. I submitted an application on January 26th to the N.C. Department of Public Safety for \$1,261,607.06. I included \$230,000 to complete engineering and obtaining permits, similar to what was submitted for the LASSI application, but re-worked it to include a probable cost of construction. The \$1.2 M requested includes a 5% inflation increase for construction as well. This grant is 100% funded with no cost share and paid on a reimbursement basis. The target date for applicant notifications is April 2024. Thank you to the Ocean City Citizen's Council and David Smitherman, County Manager for providing letters of support for these projects that I included with the application.

Beach Vitex:

- The announcement was made in January that the coastal storm recovery fund was funded by the N.C. General Assembly, which allocated \$10M to the Division of Water Resources Coastal Storm Damage Mitigation Fund. The deadline to submit an application is March 8th. This is a cost share grant. This is an initiative that we budgeted for last year; however, paused to wait for these grant funds to become available with the intent we

would submit a joint application for North Topsail Beach, Surf City and Topsail. I met with the other Town Managers along with Coastal Transplants and we asked for updated cost estimates. We will need to plan for a 5% increase, which is based on the increase in the chemical cost and the growth of the vitex from the original survey period. There were 26 sites identified in North Topsail Beach. Updated costs that I have received is \$227,640 for the first year of treatment. Estimate for year two (2) of treatment is \$71,820, and year three (3) is anticipated to be \$50,400 and year four (4) and five (5) is anticipated to be \$26,250 each.

During our call, I requested details on the 26 sites identified. There are some sites that are more inundated with vitex that may require a different/hybrid approach. Ordinarily, they would not go in and re-plant until the chemical treatments are completed; however, with areas that are widespread, we would likely need to do some type of re-planting to ensure we are not compromising the dune system. Direction is pending from the town attorneys regarding easements or a property owner acknowledgement.

- Included on today's Agenda for consideration is an Ordinance to prohibit anyone from planting or maintaining beach vitex. This will assist with and be included in our joint grant application. Surf City currently has an Ordinance in place.

Mayor McDermon asked if the Town has educational material available on Beach Vitex.

Town Manager Derian replied that Coastal Transplants is preparing information and we will post it on the website when it is received.

Mayor Pro Tem Benson asked if the grant application process amongst the three towns has been clarified.

Town Manager Derian said the intent is between the three towns that we submit one joint application and we have emailed a few times to the state making sure that that is acceptable to them. We have not gotten anything back that says that we cannot submit it as one application so at this point because there is a very tight turnaround on this, of course. We are moving forward with the understanding of the intent of one application.

Alderman Grant said it is almost worthless to do it piece by piece and not do the whole island. It has to be coordinated with everyone here. When he talks to people there is confusion over what are beach plants and what is vitex. Mayor Pro Tem Benson has made presentations before about the difference in the root system.

Manager Derian said that is why we are really trying to work together on this. We budgeted last year and could have moved forward, but it made more sense to wait for that grant funding to be opened up again and have the other two towns be onboard. If we treated it and they did not we would not receive the same benefits.

Open Forum

1. Megan Scheibner, 2364 New River Inlet Road, stated she is a homeowner and more importantly a full-time resident at that address. She wants to know what the Town's plan is going forward to deal with the Town's sandbags that are destroyed outside her home and causing a hazard. Many have no sand in them. They are full of giant shards of glass and metal and they are

wrapping around the support beams of her home. They are a danger to her and her grandchildren, visitors and dogs. When she called the Town last about the ones wrapped around the support, she was told that might be helpful to her home or that she could take care of it herself. To be quite honest, the disaster that is out there is well beyond the scope of a homeowner. They are not her sandbags but she is being asked to take care of them. She wants to know what the plan is going forward.

2. Patrick Hayes, 2342 New River Inlet Road, said he is also concerned about the condition of the beach. He understands there is a Revetment Committee however that committee has not met since November of 2022. He implored the Board to do everything within its power to encourage that committee to begin meeting on a regular schedule and to publish that schedule so that homeowners have the opportunity to engage with them and be involved in moving this issue with sandbags and revetment forward and also to ask the Town to do reasonable and timely maintenance of the condition of the bags outside of the repairs dictated in the settlement. He believes that the Town has a due diligence to maintain the revetment to a standard pending the outcome of the settlement and a timeline for repair of the bags. The Town has a duty pending the outcome of the settlement. Allowing it to continue to deteriorate further while we are waiting for that process to work through ends up costing both the Town and the homeowners more money. In the four years he has owned his home he has gone from having three layers of bags outside of his house to having one. We are down to the base layer. The remains of the other bags are causing a safety hazard to people. He has personally rescued three pelicans entrapped in remains of bags. The Town has quite an environmental disaster on its hands.

3. Steve Scheibner, 2364 New River Inlet Road, said he is a homeowner at this address. He said it has been six plus years since the revetment settlement was agreed to. He inherited this by proxy because he bought a house that was part of the original revetment plaintiff side of the thing. We are not allowed to speak on it because we are not part of the original plaintiffs so we are between a rock and a hard place. He has talked with the plaintiffs, newer plaintiffs, town staff and other folks in town. The conversation quickly descends into a finger pointing blame assessing episode and it has come to a screeching halt. There are no revetment committee meetings scheduled. The last one was fifteen months ago and was also a finger pointing blame assessing and when you talk to either side, they have plenty of blame for the other side. He thinks from the onset that some person needed to be set in charge of being the facilitator or manager or whatever name you give it to see this settlement over the finish line. He volunteered to do this at no charge. He has experience in this area. He has taught fortune five hundred companies in a course that he wrote on proactive problem solving and he has worked as a facilitator. He has a horse in the race. Every day that goes by the money that was set aside dwindles in comparison to the number of sandbags we would get. His house is in peril. If not, give that authorization to somebody to see that over the finish line.

Mayor McDermion said if the home you bought paid into the fees, you are allowed to speak. She was in the last sandbag settlement meeting and there was not any finger pointing. She thought it was a productive meeting. There were follow-ups that were discussed that still have not come back to the Board. The way this works is the litigants are supposed to have folks on their committee and we have some from our Town Board and staff that meet. She does not know who is on the litigant committee anymore. The plan that was presented to the Board did not have

sandbags further than the beach club so there are homes that are in this same situation that stretch from the inlet all the way to Topsail Reef. She does not think it is fair to have taken money from these litigants and they are not getting any sandbags. She requested the attorney for the litigants that was there and Ms. Witford to communicate this information to them. She has not heard another word since then. That attorney told Ms. Witford not to volunteer to communicate that information. This Board is in a position to approve the proposals that come from the engineers to move the project forward.

Alderman Leonard said he was on the Board when the project and revetment was done. The settlement has specific tasks required of the plaintiffs. One was an engineer was to be found. He agrees something needs to be done. The Town Attorney is not present so we should not be talking about a legal matter without him. He proposed expediently calling a meeting of the Revetment Committee to get going. He agrees we have to fix this.

Mayor Pro Tem Benson said the problem is the engineer would never provide a waiver for something that does not exist.

Alderman Grant said nothing can be done without permits. We are going to take the ball in our hands as a Town and fix the beach. If those things play out and they are additive that is fine. He is not willing to wait for the revetment lawyers to get together. We assume we have to fix the beach and not just there and move forward.

Mayor McDermon stated the best path forward is to get a meeting on the books. Get the names to Alice (Town Manager) with who needs or wants to be there. The attorneys will need to be there because the Town is still bound by what was agreed on.

Alderman Pletl said she agrees there needs to be a meeting and get this ball rolling again. She has a lot of environmental concerns.

Motion – Alderman Olszewski motioned to schedule a Revetment Committee meeting through the Town Manager; seconded by Alderman Pletl; unanimously approve.

Manager Derian clarified that she will not schedule a meeting until she gets a list of contacts.

4. Hannah McCloud, 1835 New River Inlet Road, stated she did not see a crosswalk for the county beach access # 1 on the list of crosswalks. There is parking on the sound side of the street and a curve where it is 35 miles per hour there. She asked the Board to add this area to the list of crosswalks for review.

Mayor Pro Tem Benson stated he did request that area be considered in the last Board meeting.

She said as a member of the Planning Board it would have been professional for the Board to contact Planning Board members for their input on a common date for the meeting. She believes having the meeting on the day after your Board meeting is going to cause delays in any kind of response from the Planning Board. Please take that into consideration.

Public Presentations and Hearings

A. Public Hearing – Application from Seaview Fishing Pier

Motion – Alderman Leonard motioned to open the Public Hearing at 11:40 am; seconded by Alderman Pletl; unanimously approved.

Planning Director Hill stated:

- Applicant requests review and approval of plans for minor modifications of a restroom addition (15.5' x 28') and an uncovered deck (6' x 6') attached to the existing variety store and restaurant commercial building (51' x 34') at Seaview Fishing Pier located at 124 Fishing Pier Lane (Tax Map # 774F-98), zoned B-2 Business.
- The Building Inspector has reviewed the preliminary engineered building plans for the proposed addition to Seaview Pier. The plans appear to meet the requirements of the 2018 North Carolina State Building Code
- There may be minor changes related to existing features of the structure that will be examined by the Fire Chief and myself once construction of this addition begins. These changes may include additional "Exit" signs or relocation of existing exit signs, width of open travel distance to exits and other life/safety issues to the existing structure that will be resolved at that time. None of these issues affect the proposed addition and are typical when adding to an existing commercial structure. The Fire Marshall recommends that the emergency light above the exit door be moved to the center of the wall across from the bathroom doors due to not knowing what was going to be stored or how it would be stored in the storage room. A fire extinguisher will need to be mounted in the hallway. Periodic walk throughs will transpire while construction progresses.
- The Police Chief has reviewed plans and has no objections to proposal.
- The Public Works Director recommends that the asphalt connection to New River Inlet Road be repaired
- On January 11, 2024, the Planning Board reviewed and recommended that the Board of Aldermen conduct a Public Hearing on February 7, 2024, at 11:00 a.m. to review and approve the development plan as indicated in the attachments 1-7 with the condition that the applicant and staff coordinate with NCDOT to address the driveway entrance.
- Since that time, NCDOT responded that no revision to the driveway is needed.

Staff recommends approval of plans for minor modifications of a restroom addition and an uncovered deck with no conditions as submitted.

Alderman Olszewski asked if there would be any impact to the south side of the building. Planning Director Hill responded that is part of the engineer's plan to look at that.

Alderman Grant asked if repair of the driveway is a condition. Planning Director Hill said it is not a condition.

Alderman Leonard said the driveway needs something more than spreading gravel because the gravel spreads. He would like to see the owner do a more permanent repair.

Applicant Greg Ludlum stated he gets water from the banked roadway. There is no ditch and the property is located in a low spot. He cannot fix it. He would like to because he is tired of putting out gravel.

Mayor McDermon asked if anyone wished to speak at the Public Hearing. No one wished to speak.

Motion – Alderman Leonard motioned to close the Public Hearing at 11:55 pm; seconded by Alderman Olszewski; unanimously approved.

Motion – Alderman Pletl motioned to approve the plans from Seaview Fishing Pier as presented; seconded by Alderman Leonard; unanimously approved

B. Coastal engineer update

Engineer Fran Way stated:

- Phase 5 work is ongoing and we are working on Saturdays.
- Phase 1 had some nourishment last year and a Corps project. A lot of the material has moved on. We plan to place 20,000 cubic yards here this winter. The Town has headroom to put more material than the 20,000 cubic yards that it is planning for this winter
- Winter has caused erosion. It is a classic winter verses summer dynamic with movement from the upper to the lower beach. In July, the beach does recover from this. We have had the highest water levels we have seen in decades.
- Phase 5 is continuing. There was an initial slow down but they are catching up now and running at the anticipated rate. Delays may affect the environmental buffer, but we hope to finish early April and begin Phase 4.
- Phase 4 we plan to start in April. This is a two – three-week project to place 20,000 cubic yards this winter.
- The New River Inlet Management Plan Environmental Impact Study (EIS) is under development. He is working with Dial Cordy who is communicating with the Corps of Engineers on their input.

C. Recent beach survey results and recommendations

Engineer Way said:

- There are some escarpments. Options for this are:
 - Sand scraping which the Town has permitting to do. The beach will normally recover. Phases I and II are the most impacted.
 - Phase I permit allows room to place more sand. It is permitted for 75,000 cubic yards with 20,000 cubic yards planned for placement

Engineer Way stated most of these options would not happen until next season as we have to do the bidding process. There are some contractors that can do the work in the next couple of months.

Discussion highlights:

- There is a third option which is to build up the dune at the north end which is half gone. (Benson)

- It has to be in writing to the contractor to make sure he lives up to the schedule. I am concerned 50,000 cubic yards is \$2 million dollars. We would have to pay for it up front with no outside money. The Thirty-Year Beach Plan funding options go out the window.(Grant).
- Is there anything you recommend that can be done in this environmental window? (Derian)
- If we did place more sand, where would we place it? (McDermon)
- The engineer is talking about critical work now, not the Beach Plan. (McDermon)
- The Vitex grant is also open for beach projects as well and we can submit multiple applications. (Derian)
- CSDM grant window closes March 8th.(Benson)
- The grant will not be due for the next couple of months. (Derian)
- I will not approve sand scraping. It is a colossal waste of time and a disruption to the coastline and waste of taxpayer money. (Leonard)
- Sand scraping is cosmetic only and does more harm than good. (Pletl)
- We need an estimated cost of adding additional sand and a proposed location from the engineer. (McDermon)
- Budget season is coming up. (Grant)
- The grant route would not be getting something done this year. (Derian)
- Is someone supervising the Phase 5 truck haul? (Leonard)

Both Engineer Way and Gibson replied that they have someone monitoring the work for Phase 5 truck haul project and reporting daily to the Town Manger.

Consensus - Engineer Fran Way to provide cost and location for placement of additional sand in Phase I to Town Manager for consideration at budget meetings.

Consent Agenda

Consent Agenda items:

- Minutes from January 2, 2024, meeting
- Fire Station No. 2 Capital Project Ordinance
- Surplus items for disposition

Motion – Alderman Pletl motioned to adopt the Consent Agenda; seconded by Alderman Olszewski; unanimously approved.

Continuing Business

A. BISAC update

Chair Strother stated:

At the last meeting of the committee on January 16th, they heard the manager's update, reviewed revised rules for reappointment, adopted the 2024 Meeting Schedule, discussed CSDM projects, discussed the proposed Five-Year Action Plan and Thirty-Year Beach Plan.

B. Five- and Thirty-Year Beach Plan

Engineer Gibson stated:

- The long-term goal is for the entire beach from the town line to New River Inlet
- There are areas that have not had anything done to them since 2002

- The strategy over the next few years is to finish Reaches 2 and 3, rebuild Reach 1 and move forward
- The term ‘Phases’ has been used to indicate areas. This plan uses the term ‘Reaches’ to provide a more geographical view. We want to move away from using the term ‘phases’ to using ‘reaches’.
- The goals of the plan are:
 - Provide nourishment and shoreline stabilization townwide within 5 Years
 - Have entire town meet “engineered beach” criteria for FEMA
 - Make as many properties CAMA setback conforming as possible
 - Implement long term (30 Year) plan with appropriate funding resources
 - Implement proactive construction/beach management practices
 - Maintain a fiscally responsible program
- For an engineered beach designation, the threshold to qualify for FEMA reimbursement is \$13 million dollars’ worth of damage county wide
- FEMA and the State require a long-term plan for funding requests
- The plan recommends a temporary terminal groin in the form of a sheet pile to hold sand from going back into the inlet because the north end will not hold sand. It is similar to a terminal groin, but is removable and recyclable and has a five-year life cycle
- The plan’s design schedule is:
 - 30-year concept plan – Dec. 2023
 - Stand-alone permit for Reaches 1, 2 & 3 (DA143) - Dec. 2023 – Nov. 2024
 - Long term sand source development - Jan. 2024- Dec. 2024
 - Finalization of 30-year plan, including permit - Dec. 2025
 - Upon completion of Reaches 1, 2, & 3 in Fiscal Year 26 entire Town will be an engineered beach.
- Non construction expenses over fiscal years 2024 and 2025 are:

<u>FY-24</u>	
• Surveys & Geotechnical analysis of DA 143	\$300,000
• Engineering/ design of borrow area & beach fill	\$150,000
<u>FY-25</u>	
• Environmental analysis	\$ 75,000
• Permitting/ grant applications	\$150,000
TOTAL	\$675,000
- The plan assumes no major storm events
- Funding opportunities are:

FY	AV & ROT	Sales & Park	Grants	FDA Loan	Project Expenses	Balance	Notes
						\$ 17,800,000	
2024	\$ 3,200,000	\$ 1,000,000	\$ 8,300,000		\$ 8,300,000	\$ 22,000,000	Reach 5
2025	\$ 3,200,000	\$ 1,000,000			\$ 11,500,000	\$ 14,700,000	Reach 4
2026	\$ 3,200,000	\$ 1,000,000	\$ 25,875,000	\$ 2,000,000	\$ 36,500,000	\$ 6,275,000	Reach 1,2,3 DA143
2027	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 500,000	\$ 7,975,000	
2028	\$ 3,200,000	\$ 1,000,000		\$ 2,000,000	\$ 5,000,000	\$ 5,175,000	Terminal Groin Armoring
2029	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000	\$ 2,000,000	\$ 16,000,000	\$ 3,375,000	Reach 1,2,3 Inlet
2030	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,300,000	
2031	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,225,000	
2032	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 3,375,000	Reach 4,5 Hopper
2033	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 3,575,000	Reach 1,2,3 Inlet
2034	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 7,500,000	
2035	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 11,425,000	
2036	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 15,350,000	
2037	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 15,550,000	Reach 1,2,3 Inlet
2038	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 19,475,000	
2039	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,400,000	
2040	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,325,000	
2041	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,525,000	Reach 1,2,3 Inlet
2042	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 19,675,000	Reach 4,5 Hopper
2043	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 23,600,000	
2044	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 27,525,000	
2045	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 27,725,000	Reach 1,2,3 Inlet
2046	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 31,650,000	
2047	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 35,575,000	
2048	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 39,500,000	
2049	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,700,000	Reach 1,2,3 Inlet
2050	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,625,000	
2051	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 47,550,000	
2052	\$ 3,200,000	\$ 1,000,000	\$ 12,050,000		\$ 24,100,000	\$ 39,700,000	Reach 4,5 Hopper
2053	\$ 3,200,000	\$ 1,000,000	\$ 12,000,000		\$ 16,000,000	\$ 39,900,000	Reach 1,2,3 Inlet
2054	\$ 3,200,000	\$ 1,000,000	\$ 825,000		\$ 1,100,000	\$ 43,825,000	
Total	\$ 99,200,000	\$ 31,000,000	\$ 167,525,000	\$ 8,000,000	\$ 263,700,000	17%	
Annual	\$ 3,200,000	\$ 1,000,000	\$ 5,404,032		\$ 8,506,452		
Annualized SDI			\$ 3,080,645				
Annualized Beach Fund			\$ 2,323,387				

- The spreadsheet assumes we keep up with inflation and there is a positive amount at the end.

Alderman Grant asked Mr. Gibson to clarify if the \$675,000 amount is to get all the permitting done this calendar year. His recommendation to the Board would be to approve what he (Gibson) needs to get this done and then try to get the fastest schedule so we do not lose the windows on things.

Engineer Gibson said that it is correct that \$675,000 is the amount to get all the permitting filed this calendar year.

Alderman Grant stated from a timing standpoint BISAC recommended approval to go ahead with getting permits so we do not lose the window.

Mayor McDermon asked Engineer Gibson if we follow this high-level schedule that you have and you started to place the sand to have an engineered beach in fiscal year 2026, would you start with that temporary structure? How logistically would you begin?

Engineer Gibson replied we would begin with running a pipeline down the waterway beginning at Reach 3 where the power line easement is. We would come down to Marina Way and come across the island there at the power lines. There is one of your bridges there and an empty lock there so we would go under. This would be so the weather could not impact it. We would then go south into Phase 4 and then flip and go north up to Phase 1. We would put in the retaining structure at the end.

Mayor McDermon stated that the easement is privately owned.

Engineer Gibson said he knows the owner and we would work with that person.

Alderman Grant said he thought we technically had a thirty-year beach plan in place.

Will this be amending that?

Mayor McDermon said she was told our thirty-year beach plan is not approved by the state's DCM (Division of Coastal Management).

Engineer Gibson said it is all about the static line. If we want to get rid of the static line, we present the state with a thirty-year beach plan. The state wants to approve thirty-year plans and will give permits for a ten-year period. Then, if that is successful, they will give permits for twenty years. This is new thing with the state. They do not want to approve project by project. We need to re-up the plan. The state is looking at ways to allocate funds annually.

Alderman Leonard said fifteen years ago, the Beach Erosion Study team favored shoreline protection, rather than a beach plan. By protecting the shoreline you protect property and infrastructure. He said he is very impressed with this plan. He is curious why we would not call the reaches areas one through five instead of just make it simpler.

Engineer Gibson responded that we could call them phases, but he thought the phasing language should be put out because it is no longer a timing thing.

Mayor Pro Tem Benson stated he is optimistic. The BISAC group has worked over six months or more on this. This is a good, novel plan that makes a lot of sense and accomplishes two things particularly with the use of DA143 as a sand source. He is very supportive of it. He has concerns about future maintenance once we get past using DA143. New River Inlet has an authorized depth of six feet plus or minus two feet. It is one of the shallowest draft inlets in the state. Most are eight feet. He learned recently that Topsail Inlet is eighteen feet authorized. So it is possible to get a permit to dredge a greater depth even though it is only authorized at six feet.

Engineer Gibson said New River Inlet is the shallowest inlet in the country. The Topsail Inlet permit is eighteen feet or sixteen feet plus two feet, but the federal authorization is only eight plus two. Most dredges in the ocean need fourteen feet low water just to float. We want to get on a schedule, so we need to dredge to sixteen to eighteen feet and then it can stay open for five years. This will save on mobilization. This will be part of the permitting process that we do.

Alderman Leonard asked if the sixteen to eighteen feet is the Corps of Engineers guidelines they use when dredging.

Engineer Gibson said that is correct. If the Corps was going to do a hydraulic dredging project in this inlet, they would go down to fourteen plus two feet.

Alderman Pletl stated when CP&E had the plan to straighten the inlet, there were artifacts that precluded them from going as deep as they wanted. She loves the project as outlined and it looks very encouraging. Are there any hiccups that you foresee that we need to mitigate?

Engineer Gibson said it was a peat layer they encountered. What happens with the terminal groin and that north end really impacts the long-term plan. Until something is in place to stabilize the north end, the inlet cannot be used as a sand source because digging a hole next to the houses is not a good idea. This has a huge impact on what we are looking at long term. In this plan, the hope is by the time we need to use the inlet the terminal groin has gone through and been constructed or another plan to stabilize has come to fruition.

Mayor McDermon said this is an excellent presentation. She feels this is the first time we have something that is obtainable and reachable to get our beaches where we want them to be.

BISAC Chair Strother asked if we can begin to start getting the permitting started.

Mayor McDermon said we cannot realistically approve this today. We have to look at the budget and put it on the agenda for next month.

Alderman Grant said the budget in the plan for permitting is \$675,000 over two years. We currently have \$1.2 million in the Beach Fund now. We already have the money in the budget this fiscal year. He wants the Board to give approval now.

Mayor Pro Tem says he agrees the \$675,000 is over two budget years and we do have \$1.2 million in the Beach Fund.

Alderman Leonard said we were originally looking to approve the funding for the permit work, not the whole plan.

Motion – Alderman Olszewski motioned to approve the non-construction expenses over fiscal years 2024 and 2025 not to exceed \$675,000 in fiscal year 2024 as follows: seconded by Alderman Leonard; unanimously approved.

FY-24

- | | |
|--|-----------|
| • Surveys & Geotechnical Analysis of DA 143 | \$300,000 |
| • Engineering/ Design of Borrow Area& Beach Fill | \$150,000 |

FY-25

- | | |
|----------------------------------|-----------|
| • Environmental Analysis | \$ 75,000 |
| • Permitting/ Grant Applications | \$150,000 |

TOTAL	\$675,000
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C. NCDOT crosswalks

Public Works Superintendent Cablay stated:

- NCDOT has a policy where they defer to the local agency if they would like to use and fund an enhanced pedestrian crossing. An example is in the packet. Cost is \$25,000 for each location.
- NCDOT said the agency pays for it and DOT will install it or DOT will give us a permit and we install it. DOT requires a maintenance agreement for each location.
- NCDOT did not reply and were reluctant to give an opinion to our request to rate our existing pedestrian crossings as to which was the most dire or severe.
- NCDOT will support our choice.
- NCDOT will need sixty days to study and render an opinion on any new locations we request.
- Our existing crossings are at beach accesses.
- NCDOT discourages in - road lighting as weather impacts the longevity.
- Options are signage and painted street, manual and overhead lighting, or signage and in road lighting
- JUMPO has funding for planning pedestrian crossing locations, but not for installment

Discussion highlights:

- Do you have a recommendation for coastal areas? We could have various models based on density and not have to have each crossing the same. The list we presented is not comprehensive. Should we move forward with the ones DOT has already looked at since it will take months for DOT to review and approve new ones. (Olszewski)
- I am concerned about maintenance costs. An enhanced crossing would require a lot of maintenance. I have not seen enhanced crossings on the island. (Grant)
- I am curious about density and where we would need more or less enhanced crossings. (Pletl)
- Do crossings give pedestrians a false sense of safety? Do any of these options encourage safety? It is still on the pedestrian to make sure cars stop before they enter. Have any studies been done where the enhanced system has prevented more pedestrian accidents than just the painted lines across the street and the crossing signs? Can the HOA's where crosswalks are located, such as Villa Capriani, or the county crossing contribute to the cost? (Benson)
- Do we really need an elaborate set up or will signage and painting the street be sufficient? We want the cars to stop so people can cross safely. (McDermon)
- We need to know costs for upcoming budgeting meetings (Derian)
- The Public Works Superintendent did not recommend the enhanced one, so that should be off the table. Why does DOT pick the slowest time of the year to put out traffic counters? (Leonard)

Superintendent Cablay responded:

- There have been a number of studies through the years but he is not sure they are specific as to more passive than active. There is a safety advantage.

- Traffic counters placed recently were part of a normal speed and volume study by NCDOT after receiving complaints outside of the community about speeding. DOT wants to know if the Board would be willing to reduce the speed limit.

Consensus – Public Works Superintendent to take a simplistic approach to get driver’s attention and bring back a cost estimate for existing crossings at budget meeting.

New Business

A. Planning Board 2024 Meeting Schedule and Town Attorney’s Attendance

Motion – Alderman Olszewski motioned for the Town Attorney’s attendance at all Planning Board meetings that will be held on the first Thursday of each month effective on March 7, 2024; seconded by Alderman Leonard; motion passed by vote of four to one with Mayor Pro Tem Benson against.

B. Planning Board Live Streaming of Meetings

Alderman Olszewski proposed live streaming of Planning Board meetings so more people will be aware of the issues coming to the Board and how they are addressed. We live stream the Board of Aldermen and Board of Adjustment meetings.

Alderman Pletl said she totally agrees that we should live stream the Planning Board meetings to be as open as possible so that as many people can see what is going on and how this Town is run. The more people aware, the better.

Mayor Pro Tem Benson said he will take the opposite view now. We spent a lot of time discussing whether we would even record the Planning Board meetings. We agreed at that time to record the meetings but not broadcast them. We need to give that decision that is less than a year old more time to play out before we go to live streaming the Planning Board meeting.

Motion – Alderman Grant motioned to live stream Planning Board meetings; seconded by Alderman Pletl; motion passed by vote of four to one with Mayor Pro Tem Benson against.

C. Town Hall Meeting Room Usage by outside entities

Alderman Olszewski said it was brought to her attention that Town Hall in the past was used by HOA’s on the island for annual business meetings. This is being requested again so the HOA’s do not have to go off the island or pay for facilities off the island. She proposed adding this back as a service to our taxpaying community that HOA’s on the island can have their annual business meetings. She is not saying we are opening up things for parties or social events. This is a service to taxpayers and communities on the island so they do not have to go off island to meet. She proposed putting that back on the list, possibly with a cleaning fee or fee if staff time needs to be covered.

Motion – Alderman Pletl motioned only for the purpose of discussion to consider use of Town Hall Meeting Room by outside residents and outside entities; seconded by Alderman Olszewski; unanimously approved.

Discussion highlights:

- I think we have to be specific on what we are requesting. There are issues about staffing, cleaning, what is restricted and what is not. I have no problem during normal business hours because then you can protect stuff. When you get into odd hours there is protecting what is here and locking stuff down. (Grant)
- I even have issues with normal business hours because we are using this room for folks who have trouble with their permits and need a place to talk. It is used for staff meetings as well as merchandise that we are selling. (McDermon)
- There is a Public Library just off the island that has facilities that can be used for this. I am concerned about the audio-visual equipment that is in here and we would have to provide some level of security for that, if used after hours. There are alternatives here now that were not here before. (Leonard)
- The Fire Marshall rating for the library is only 45 people. This room could handle some of the communities. My community has over sixty members. We are asking for taxpayers to go off the island to look for a place to meet when we have a Town Hall, which is their Town Hall. I think we should look at opening it up to groups and look at the logistics to start accommodating citizens in this Town for their meetings. (Olszewski)
- I would not want it open other than during business hours. I am concerned about our audio-visual equipment. I am concerned about several different aspects. On the other side of the coin, these are taxpaying citizens and this is their Town Hall as well. Yet I have many concerns about opening it up to many entities. I would like to hear the pros and cons. (Pletl)
- We could open it up to HOA meetings or to neighborhoods that do not have an HOA to meet. We would not necessarily open it up to any group. (Olszewski)
- I think you need to be careful because then you are excluding groups. The attorney would need to weigh in on this. (Derian)
- What is the maximum allowed for the Meeting Room? (McDermon)
- The Building Inspector set it at 100 maximum and the Fire Marshall signed off on it, but I think it may need to be revisited. Is there a consensus of the Board for me to spend time on this to come up with a policy? (Derian)
- This could be an alternative revenue source for the Town (Olszewski)
- It was on the fee schedule for many years and no one used it. There was no revenue. (McDermon)
- It cost \$50 to rent it. I have seen it be used for a reception after a funeral. Where do we draw the line? (Leonard)
- You can draw the line between business meetings and social gatherings. I think we need to look at what other towns are doing because it is the citizens' Town Hall. (Olszewski)
- The flip side of that is it is also the citizens' Town Hall for us to protect. (Grant)
- I hear the Board saying open it during business hours but a lot of these meetings will be on weekends, so we would have to have staff present. (Derian)
- This is not a high priority with all the beach work going on. (Grant)
- I am not in favor of it because of all the logistical issues surrounding it. If it is a low priority, I do not know when it would even get done. (McDermon)
- I would be willing to do some research on what other towns are doing. (Olszewski)

- Topsail Beach does have a policy but they told me they are thinking of revisiting it. I asked Surf City but have not received a response and I have policies from other towns. (Derian)
- I think it is a low priority and I do not want to see the Town Manager have to spend time to come up with different options. (Benson)

Consensus – Put this item back on the March agenda. Alderman Olszewski to bring back additional information.

D. Proposed Ordinance amendment 2024-02 Beach Vitex Prohibition

Motion – Alderman Grant motioned to adopt Ordinance amendment 2024-02 Beach Vitex Prohibition; seconded by Mayor Pro Tem Benson; unanimously approved.

E. Board of Adjustment - resignation

Motion – Alderman Leonard motioned to acknowledge the resignation of Stu Harness from the Board of Adjustment and request the Town Manager to announce the opening; seconded by Alderman Olszewski; unanimously approved.

F. Consideration of BISAC committee appointments

Mayor McDermon said the terms of three members on the Beach, Inlet, Sound Advisory Committee (BISAC) are expiring. They are Rick Grant, John Gardner and Teri Ward. All three have indicated they would like to stay on the committee.

Motion – Alderman Leonard motioned to re-appoint Rick Grant, John Gardner and Teri Ward to the Beach, Inlet, Sound Advisory Committee (BISAC) for a three-year term each; seconded by Alderman Olszewski; unanimously approved

Open Forum

1. Fred Fontana, 1866 New River Inlet Road said while the Board is talking to NCDOT this Board approved \$100,000 to have DOT review the design for bikeways. He has not heard a status or update as to where this is and he does not want this to go by the wayside.

2. Don Hibbert, 2264 New River Inlet Road # 105 said he would hate to see tight restrictions on the use of Town Hall meeting room because the turtle hospital has used it and it is an excellent thing for the area and the hospital. Probably 80% of people do not use crosswalks and he would hate to see a lot of money spent on this. On the 20,000 cubic yards to go sand wise, these people that were here on the far north end left fifteen feet from the sandbags to where the edge was, then they went back in and filled up. When the hauling started coming in, they started coming in back towards the north up to building # 6. There was a pipeline they would not cross over. He highly recommends and hopes when the 20,000 cubic yards of sand begins to be hauled that they start at building # 6 where it ended and go back towards the north end. He gets maybe a half-hour to an hour when he can walk off his deck and not get his feet wet. The waves that are hitting our sandbags are now splashing water up onto his sliding glass door.

3. Susan Meyer, 2224 New River Inlet Road, # 138 said when the engineer spoke about those 20,000 cubic yards of sand he said south of the Reef. Then he spoke about north of the Reef, but the Reef was not included. She understands the beach is bad north of us. She wishes the Board would understand that the Reef has always taken care of the beach in front of them. We have spent millions on sandbags, three times. We need the sand just as much. She asked for clarification on the Planning Board. It was brought up that when a member's term expired, they had to reapply, but you are not doing it on the BISAC because of a learning curve. There is a learning curve on the Planning Board and the Board of Adjustment so much so that we needed the alternates as a training ground for the actual committee.

Mayor Pro Tem Benson said the members of the BISAC committee whose terms expired did reapply and we did go out for applications.

Alderman Grant said BISAC openings were posted and the people that were re-appointed applied.

4. Jeff Meyer, 2224 New River Inlet Road, # 138 asked for an update on the CBRA situation. Asked Leonard said it will be in his report.

Attorney report – None

Mayor report

Mayor McDermon – I am very pleased to see the insurance increase was not approved. I had the opportunity to speak during a Zoom meeting and there were 200 people attending. I appreciate all of the hard work by the manager and staff and on the Beach Plan. I appreciate all the people that came today.

Alderman reports:

Alderman Grant – Kudos to Engineer Gibson. Thanks to everyone that came today. The ONWASA pump station project will not be ready for this summer but ONWASA has solutions in place and is prepared. We do need to move forward with this project as soon as we can.

Alderman Olszewski – I thank everyone for coming. I attended a two-day class called the Essentials of Government offered by UNC School of Government and the League of Municipalities and it was great training. Alderman Leonard and I attended the New Year's reception at Camp Lejeune. It was my first time on the base and it was a terrific event. The Town Manager and staff are working diligently on issues for the citizens and I encourage residents to get involved and to continue to volunteer for positions on the Town committees.

Alderman Leonard – Early this week, I spoke with Ray Celeste in Congressman Murphy's office and then with Mike McIntyre and Stephanie Messer who are our lobbyist in Washington concerning where we are with House Resolution 2437 which is our CBRA bill. It is still in the process of being scored by the Congressional budget office. I was informed this could take up to several months. At this point all we can do is let it run its course. I explained to all of them that I am concerned about potentially losing the momentum we created and enjoyed last year. I was assured when we go to Washington in April for our annual visit, it will be the subject of getting

into see certain peoples on various committees and our congressman making sure this thing stays where it needs to be. I will stay on top of this. I also attended the New Year's reception with Laura (Alderman Olszewski) at Camp Lejeune.

Alderman Pletl – I thank everybody for coming out and those that get up to speak. It is really good to hear the voices of the community. I thank Alice (Manager Derian) and her staff for everything they do. I am especially pleased with the report we got from Chris Gibson (engineer).

Mayor Pro Tem Benson – I echo my colleagues' comments. I attended the Topsail Island Shoreline Protection Committee (TISPC) meeting last month and we reviewed our accomplishments. The website (tispc.org) lists all of the accomplishments and I encourage you to take a look. Two highlights were: banning unencapsulated polystyrene in dock floats and piers. That got past the county level and it will become state law July 1, 2025, and a ban on derelict vessels. We were hoping to get a county ban and it went to Raleigh. Senator Lazarro and Representative Smith worked on a bill to put a ban on derelict vessels in coastal counties and last December this Board adopted an ordinance in that light so we can ban and remove derelict vessels.

Adjournment

Motion – Alderman Leonard motioned to adjourn at 2:22 pm; seconded by Alderman Olszewski; unanimously approved.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk



BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Caitlin Elliott, Finance Officer

SUBJECT: Monthly Financial Report

DATE: February 28, 2024

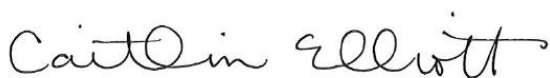
The following events occurred to date during February 2024 in the Finance Department:

- The first Budget Workshop went smoothly and we are now preparing and editing for the second Workshop scheduled for March 13th and the 14th, if needed.
- We finally hired a full-time Finance Officer, Ms. Jessica Helms! Her and I will be training and working together up to when I go out on maternity leave in June. We are glad she is here!
- During the month of January, the Town collected \$113,009 in interest within the North Carolina Capital Management Trust account.
- A Budget to Actual report is contained in this month's packet as well as a graph for the fiscal year. A separate Budget to Actual report is provided for Fund 31, the Capital Project Fund for the beach renourishment project.
- We received \$43,052 in paid parking revenues for the month of January. For comparison, in January of 2022 we collected \$45,159.

- For property taxes this month, we have received \$87,640.97 from Onslow County. January's Motor Vehicle taxes were also received in the amount of \$10,909.32. You may recall in this year's fiscal budget, we conservatively anticipated 95% collection for property taxes. We have now exceeded that 95% projected collection, which you can see on the Budget to Actual Report.
- This month, we have processed approximately \$1,595,158 in accounts payable. The check register is enclosed for review. Please note that there is one final check run this month.
- In February, we collected \$80,678 for Occupancy Taxes from short-term rentals during the month of January. A detailed report is attached. For revenue comparison, during the same period last year we collected \$73,576. Again, you may recall in this year's fiscal budget we increased our revenues of Occupancy Taxes by 10%. If you notice in your Budget to Actual Report, you will see we have already exceeded this projected figure.
- Lastly, we received \$359,333.18 for Sales and Use Tax, for collections during December. Last year, for revenue comparison, we collected \$271,386.50 for the same period. We also received our quarterly Solid Waste Disposal Tax in the amount of \$212.89.

If anyone has any questions, concerns, or needs additional information, please do not hesitate to ask!

Respectfully submitted,



Caitlin Elliott
Finance Officer

Budget vs Actual

NORTH TOPSAIL BEACH
2/28/2024 11:11:41 AM

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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
10-301-00 AD VALOREM TAX - Current Year	3,982,875	0.00	0.00	4,024,751.12	41,876.12	101%	
10-301-01 AD VALOREM TAX - Prior Years	50,000	0.00	0.00	35,043.66	(14,956.34)	70%	
10-301-02 AD VALOREM TAX - MOTV	70,000	0.00	0.00	58,461.92	(11,538.08)	84%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,399.00	(1,601.00)	47%	
10-329-00 INTEREST	100,000	0.00	0.00	610,912.33	510,912.33	611%	
10-335-00 MISCELLANEOUS	5,100	0.00	0.00	12,192.39	7,092.39	239%	
10-336-06 TOWN DONATIONS	1,020	0.00	0.00	1,020.00	0.00	100%	
10-336-07 SALE OF TOWN MERCHANDISE	5,000	0.00	0.00	7,149.41	2,149.41	143%	
10-337-00 UTILITIES FRANCHISE TAX	330,000	0.00	0.00	207,049.61	(122,950.39)	63%	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	(3,400.00)		
10-343-00 POWELL BILL ALLOCATIONS	30,000	0.00	0.00	38,023.99	8,023.99	127%	
10-345-00 LOCAL OPTION SALES TAX	1,957,725	0.00	0.00	2,085,167.11	127,442.11	107%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	477.44	477.44		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	683.37	(66.63)	91%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	2,118.00	118.00	106%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	107,316.81	(4,808.19)	96%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	2,500	0.00	0.00	1,047.05	(1,452.95)	42%	
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	(500.00)		
10-352-02 CODE ENFORCEMENT FINES	2,000	0.00	0.00	4,075.00	2,075.00	204%	
10-352-03 PLANNING DEPT. FEES	6,000	0.00	0.00	0.00	(6,000.00)		
10-355-00 BUILDING PERMITS	85,000	0.00	0.00	68,228.85	(16,771.15)	80%	
10-355-01 MECHANICAL PERMITS	15,000	0.00	0.00	4,860.00	(10,140.00)	32%	
10-355-02 ELECTRICAL PERMITS	18,000	0.00	0.00	9,810.00	(8,190.00)	55%	
10-355-03 PLUMBING PERMITS	2,500	0.00	0.00	1,960.00	(540.00)	78%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	70.00	(430.00)	14%	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	8.00	(292.00)	3%	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-355-06 TECHNOLOGY FEE	7,500	0.00	0.00	4,651.80	(2,848.20)	62%	
10-355-07 REINSPECTION FEE/FINES	3,000	0.00	0.00	1,525.00	(1,475.00)	51%	
10-355-09 CCR FEES	0	0.00	0.00	1,075.00	1,075.00		
10-357-08 ZONING PERMITS	20,000	0.00	0.00	29,950.00	9,950.00	150%	
10-359-00 REFUSE COLLECTION FEES	514,524	0.00	0.00	348,199.92	(166,324.44)	68%	
10-359-50 VACANT LOT SWF	10,000	0.00	0.00	750.00	(9,250.00)	8%	
10-359-51 LOST CART REPLACEMENT	2,000	0.00	0.00	800.00	(1,200.00)	40%	
10-359-52 ADD'L CART RECYCLING	2,500	0.00	0.00	400.00	(2,100.00)	16%	
10-367-01 SALES TAX REFUNDS	20,000	0.00	0.00	84,845.82	64,845.82	424%	
10-368-01 GRASS MOWING REIMB	6,993	0.00	0.00	0.00	(6,993.00)		
10-382-00 SALE OF LESO ASSETS	2,550	0.00	0.00	2,550.00	0.00	100%	
10-383-00 SALE OF FIXED ASSETS	20,000	0.00	0.00	9,050.00	(10,950.00)	45%	
10-399-02 T/I OTHER FUNDS	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	7,594,746	0.00	0.00	7,765,622.60	170,876.82	102%	
Expenses							
10-410-02 SALARIES	36,000	0.00	0.00	24,000.00	12,000.00	67%	
10-410-05 FICA (7.65%)	2,754	0.00	0.00	1,836.00	918.00	67%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	350.00	1,650.00	18%	
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	55.53	1,444.47	4%	
10-410-42 CHARTER CODES SERVICE	0	0.00	0.00	1,352.50	(1,352.50)		
10-410-43 AUDITOR FEES	15,500	0.00	0.00	13,350.00	2,150.00	86%	
10-410-45 TAX COLLECTION FEES	68,000	0.00	0.00	68,610.82	(610.82)	101%	
10-410-47 PROFESSIONAL SERVICES	125,000	0.00	0.00	55,091.20	69,908.80	44%	
10-410-50 DONATIONS OTHER AGENCIES	6,000	0.00	0.00	0.00	6,000.00		
10-410-53 DUES & SUBSCRIPTIONS	2,750	0.00	0.00	2,035.00	715.00	74%	
10-410-57 MISCELLANEOUS	500	0.00	0.00	99.61	400.39	20%	
10-410-58 TAX REFUNDS	2,000	0.00	0.00	202.64	1,797.36	10%	
10-410-95 BOARD STIPEND	3,600	0.00	0.00	1,800.00	1,800.00	50%	
GOVERNING BODY Totals:	265,604	0.00	0.00	168,783.30	96,820.70	64%	

Budget vs Actual

NORTH TOPSAIL BEACH
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10-420-02 SALARIES	508,586	0.00	0.00	240,134.60	268,451.86	47%
10-420-05 FICA (7.65%)	37,095	0.00	0.00	18,319.16	18,775.69	49%
10-420-06 GROUP INSURANCE	60,859	0.00	0.00	23,358.86	37,500.14	38%
10-420-07 ORBIT RETIREMENT (12.23%)	62,843	0.00	0.00	31,121.39	31,721.65	50%
10-420-08 401K (3%)	14,547	0.00	0.00	6,566.15	7,980.85	45%
10-420-09 TOWN INSURANCE HRA	46,500	0.00	0.00	38,352.29	8,147.71	82%
10-420-10 EMPLOYEE TRAINING	6,000	0.00	0.00	0.00	6,000.00	
10-420-11 POSTAGE	2,500	0.00	0.00	1,190.00	1,310.00	48%
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	5,000.00	
10-420-15 BANK CHARGES	2,000	0.00	0.00	442.71	1,557.29	22%
10-420-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00	
10-420-17 M & R VEHICLE	1,500	0.00	0.00	177.20	1,322.80	12%
10-420-18 CONSUMABLES	5,000	0.00	0.00	2,186.04	2,813.96	44%
10-420-26 ADVERTISING	1,500	0.00	0.00	985.20	514.80	66%
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	1,024.73	1,175.27	47%
10-420-33 DEPARTMENT SUPPLIES	6,000	0.00	0.00	3,198.21	2,801.79	53%
10-420-34 TOWN APPAREL & MERCH EXPENSE	3,000	0.00	0.00	5,908.96	(2,908.96)	197%
10-420-45 CONTRACTED SERVICES	54,000	0.00	0.00	31,123.95	22,876.05	58%
10-420-53 DUES & SUBSCRIPTIONS	9,600	0.00	0.00	8,882.92	717.08	93%
10-420-57 MISCELLANEOUS	500	0.00	0.00	50.83	449.17	10%
10-420-58 EMPLOYEE ENGAGEMENT	10,000	0.00	0.00	127.56	9,872.44	1%
10-420-74 CAPITAL OUTLAY	10,000	0.00	0.00	21,228.82	(11,228.82)	212%
10-420-76 EQUIPMENT LEASE PAYMENTS	12,000	0.00	0.00	5,589.33	6,410.67	47%
ADMINISTRATION Totals:	862,730	0.00	0.00	439,968.91	422,761.44	51%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	76,000	0.00	0.00	49,381.66	26,618.34	65%
10-480-05 FICA (7.65%)	5,814	0.00	0.00	3,766.61	2,047.39	65%
10-480-06 GROUP INSURANCE	9,000	0.00	0.00	5,997.05	3,002.95	67%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-480-07 ORBIT RETIREMENT (12.96%)	9,850	0.00	0.00	6,399.88	3,449.72	65%	
10-480-08 401K (3%)	2,280	0.00	0.00	1,476.96	803.04	65%	
10-480-10 EMPLOYEE TRAINING	2,500	0.00	0.00	233.69	2,266.31	9%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	2,923.80	3,076.20	49%	
10-480-33 DEPARTMENT SUPPLIES	1,000	0.00	0.00	714.06	285.94	71%	
10-480-53 DUES & SUBSCRIPTIONS	44,165	0.00	0.00	26,182.09	17,983.31	59%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	352.00	148.00	70%	
10-480-76 EQUIPMENT LEASE PAYMENTS (Computers)	17,000	0.00	0.00	0.00	17,000.00		
IT DEPARTMENT Totals:	174,109	0.00	0.00	97,427.80	76,681.20	56%	
10-490-02 SALARIES	161,000	0.00	0.00	67,699.21	93,300.79	42%	
10-490-03 PART-TIME SALARIES	0	0.00	0.00	489.00	(489.00)		
10-490-05 FICA (7.65%)	12,317	0.00	0.00	5,205.59	7,110.91	42%	
10-490-06 GROUP INSURANCE	18,000	0.00	0.00	6,044.50	11,955.50	34%	
10-490-07 ORBIT RETIREMENT (12.23%)	23,717	0.00	0.00	8,755.60	14,961.20	37%	
10-490-08 401K (3%)	5,490	0.00	0.00	2,010.20	3,479.80	37%	
10-490-10 EMPLOYEE TRAINING	3,000	0.00	0.00	1,229.00	1,771.00	41%	
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	275.00	725.00	28%	
10-490-31 GAS, OIL, & TIRES	2,200	0.00	0.00	106.20	2,093.80	5%	
10-490-45 CONTRACTED SERVICES	6,000	0.00	0.00	6,000.00	0.00	100%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	439.00	1,211.00	27%	
10-490-57 MISCELLANEOUS	250	0.00	0.00	100.00	150.00	40%	
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	236,523	0.00	0.00	98,353.30	138,170.00	42%	
10-491-02 SALARIES	143,000	0.00	0.00	99,347.44	43,652.56	69%	
10-491-05 FICA (7.65%)	10,940	0.00	0.00	7,566.05	3,373.45	69%	
10-491-06 GROUP INSURANCE	18,000	0.00	0.00	12,019.85	5,980.15	67%	
10-491-07 ORBIT RETIREMENT (12.23%)	18,533	0.00	0.00	13,000.91	5,531.89	70%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-491-08 401K (3%)	4,290	0.00	0.00	2,994.50	1,295.50	70%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	1,779.53	2,720.47	40%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	1,413.63	1,886.37	43%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	(481.65)	481.65		
10-491-45 CONTRACTED SERVICES	10,000	0.00	0.00	8,109.00	1,891.00	81%	
10-491-53 DUES & SUBSCRIPTIONS	1,555	0.00	0.00	185.00	1,370.00	12%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	59.98	440.02	12%	
INSPECTIONS Totals:	245,817	0.00	0.00	145,994.24	99,823.06	59%	
10-500-11 PHONES	30,000	0.00	0.00	18,819.02	11,180.98	63%	
10-500-13 UTILITIES	65,300	0.00	0.00	30,194.56	35,105.44	46%	
10-500-15 M & R BUILDINGS/GROUNDS	65,000	0.00	0.00	27,834.16	37,165.84	43%	
10-500-17 LANDSCAPING EXPENSE	9,000	0.00	0.00	0.00	9,000.00		
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	1,800.12	4,699.88	28%	
10-500-35 FURNITURE	15,000	0.00	0.00	1,683.47	13,316.53	11%	
10-500-43 CLEANING SERVICES	15,000	0.00	0.00	7,750.00	7,250.00	52%	
10-500-45 PEST CONTROL	2,000	0.00	0.00	1,758.00	242.00	88%	
10-500-57 TOWN SIGN M & R	5,500	0.00	0.00	0.00	5,500.00		
10-500-58 WEB EOC SERVICE	1,500	0.00	0.00	1,125.00	375.00	75%	
10-500-74 CAPITAL OUTLAY	205,367	0.00	0.00	78,591.53	126,775.00	38%	
10-500-76 LEASE PAYMENTS	24,000	0.00	0.00	24,000.00	0.00	100%	
PUBLIC BLDGS Totals:	444,167	0.00	0.00	193,555.86	250,610.67	44%	
10-501-09 WORKER'S COMPENSATION	57,750	0.00	0.00	44,690.63	13,059.37	77%	
10-501-13 PROPERTY LIABILITY & BONDS	135,450	0.00	0.00	103,398.54	32,051.46	76%	
10-501-17 VFIS INSURANCE	23,625	0.00	0.00	22,453.00	1,172.00	95%	
10-501-53 CYBER INSURANCE	15,000	0.00	0.00	13,626.77	1,373.23	91%	
10-501-54 FLOOD INSURANCE	45,000	0.00	0.00	3,419.00	41,581.00	8%	
INSURANCE Totals:	276,825	0.00	0.00	187,587.94	89,237.06	68%	

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10-509-02 PSA SALARY	15,905	0.00	0.00	11,010.06	4,894.94	69%
10-509-05 FICA (7.65%)	1,220	0.00	0.00	842.22	377.78	69%
PSA - RETIRED POLICE Totals: OFFICERS	17,125	0.00	0.00	11,852.28	5,272.72	69%
10-510-02 SALARIES	776,000	0.00	0.00	486,622.90	289,377.10	63%
10-510-03 PART-TIME SALARIES	6,900	0.00	0.00	5,903.68	996.32	86%
10-510-04 OVERTIME	35,000	0.00	0.00	19,319.16	15,680.84	55%
10-510-05 FICA (7.65%)	62,569	0.00	0.00	39,241.59	23,327.76	63%
10-510-06 GROUP INSURANCE	117,000	0.00	0.00	60,382.45	56,617.55	52%
10-510-07 ORBIT RETIREMENT (13.04%)	108,600	0.00	0.00	70,982.73	37,617.27	65%
10-510-08 401K (5%)	38,000	0.00	0.00	24,058.35	13,941.65	63%
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	0.00	4,642.06	10,357.94	31%
10-510-10 EMPLOYEE TRAINING	10,100	2,548.74	0.00	1,581.97	5,969.29	41%
10-510-16 M & R EQUIPMENT	3,500	731.43	0.00	2,115.99	652.58	81%
10-510-17 M & R VEHICLES	10,000	0.00	0.00	8,769.53	1,230.47	88%
10-510-31 GAS,OIL & TIRES	60,500	0.00	0.00	30,515.47	29,984.53	50%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	245.44	754.56	25%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	186.41	4,863.59	4%
10-510-36 UNIFORMS	12,000	0.00	0.00	6,722.36	5,277.64	56%
10-510-37 BALLISTIC VEST GRANT EXPENSE	4,570	0.00	0.00	0.00	4,570.00	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	2,674.20	1,485.80	64%
10-510-53 DUES & SUBSCRIPTIONS	23,421	0.00	0.00	13,746.52	9,674.48	59%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	3,000.00	
10-510-60 LESO PROGRAM	2,550	0.00	0.00	0.00	2,550.00	
10-510-73 NON-CAPITAL OUTLAY	29,500	0.00	0.00	19,385.00	10,115.00	66%
10-510-74 CAPITAL OUTLAY	59,100	37,527.00	0.00	61,179.07	(39,606.07)	167%
10-510-76 TAXES & TITLES	4,000	0.00	0.00	1,289.37	2,710.63	32%
POLICE Totals:	1,391,520	40,807.17	0.00	859,564.25	491,148.93	65%
10-545-02 SALARIES	227,500	0.00	0.00	142,203.48	85,296.52	63%
10-545-04 OVERTIME	6,000	0.00	0.00	4,963.57	1,036.43	83%

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-545-05 FICA (7.65%)	17,863	0.00	0.00	11,197.91	6,664.84	63%	
10-545-06 GROUP INSURANCE	44,500	0.00	0.00	24,080.38	20,419.62	54%	
10-545-07 ORBIT RETIREMENT (12.23%)	30,262	0.00	0.00	19,072.75	11,188.85	63%	
10-545-08 401K (3%)	7,005	0.00	0.00	4,375.97	2,629.03	62%	
10-545-14 EMPLOYEE TRAINING	2,500	0.00	0.00	0.00	2,500.00		
10-545-16 M & R EQUIPMENT	10,000	0.00	0.00	1,151.02	8,848.98	12%	
10-545-17 M & R VEHICLES	15,000	0.00	0.00	5,076.37	9,923.63	34%	
10-545-31 GAS, OIL & TIRES	22,000	0.00	0.00	7,520.71	14,479.29	34%	
10-545-32 OFFICE SUPPLIES	500	0.00	0.00	114.86	385.14	23%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	5,000	1,552.50	0.00	3,926.79	(479.29)	110%	
10-545-34 MOSQUITO CONTROL EXPENSE	5,000	0.00	0.00	0.00	5,000.00		
10-545-36 UNIFORMS	1,500	990.00	0.00	502.87	7.13	100%	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	4,286.30	1,713.70	71%	
10-545-53 DUES & SUBSCRIPTIONS	0	0.00	0.00	9,000.00	(9,000.00)		
10-545-57 MISCELLANEOUS	100	0.00	0.00	20.44	79.56	20%	
10-545-73 NON-CAPITAL OUTLAY	9,000	0.00	0.00	500.00	8,500.00	6%	
10-545-74 CAPITAL OUTLAY	159,330	0.00	0.00	0.00	159,330.00		
10-545-76 TAXES & TITLES	12,000	0.00	0.00	0.00	12,000.00		
PUBLIC WORKS Totals:	581,059	2,542.50	0.00	237,993.42	340,523.43	41%	
10-560-13 STREET LIGHT EXPENSE	30,000	0.00	0.00	16,909.90	13,090.10	56%	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	39.67	24,960.33	0%	
10-560-33 DEPARTMENTAL SUPPLIES	4,000	599.00	0.00	1,712.20	1,688.80	58%	
10-560-43 TOWN ENTRANCE SIGNS	10,000	0.00	0.00	192.45	9,807.55	2%	
10-560-72 STORMWATER	20,000	0.00	0.00	315.02	19,684.98	2%	
10-560-73 STREET PAVING & REPAIR	40,000	0.00	0.00	12,499.11	27,500.89	31%	
STREETS Totals:	129,000	599.00	0.00	31,668.35	96,732.65	25%	
10-580-45 SANITATION CONTRACTS	413,969	0.00	0.00	242,457.78	171,511.58	59%	
10-580-46 TIPPING FEES	70,555	0.00	0.00	49,958.79	20,596.21	71%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-580-47 RECYCLING	30,000	0.00	0.00	0.00	30,000.00		
SANITATION Totals:	514,524	0.00	0.00	292,416.57	222,107.79	57%	
10-620-12 SNOWFLAKES	12,000	0.00	0.00	0.00	12,000.00		
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	1,500.00		
10-620-15 PARK MAINTENANCE	20,000	0.00	0.00	915.39	19,084.61	5%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	3,500.00	11,500.00	23%	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	1,500.00		
10-620-19 M & R DOCK/BOARDWALK	90,000	0.00	0.00	0.00	90,000.00		
10-620-27 SPECIAL EVENTS	11,020	0.00	0.00	10,440.54	579.46	95%	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	1,170.11	6,029.89	16%	
RECREATION Totals:	158,220	0.00	0.00	16,026.04	142,193.96	10%	
10-690-02 SALARIES	896,500	0.00	0.00	566,637.40	329,862.60	63%	
10-690-03 PART-TIME SALARIES	88,192	0.00	0.00	4,830.00	83,362.00	5%	
10-690-04 OVERTIME	40,000	0.00	0.00	42,530.99	(2,530.99)	106%	
10-690-05 FICA (7.65%)	78,392	0.00	0.00	46,405.38	31,986.12	59%	
10-690-06 GROUP INSURANCE	151,000	0.00	0.00	75,162.41	75,837.59	50%	
10-690-07 ORBIT RETIREMENT (12.23%)	121,694	0.00	0.00	78,948.23	42,746.17	65%	
10-690-08 401K (3%)	28,170	0.00	0.00	18,085.13	10,084.87	64%	
10-690-10 EMPLOYEE TRAINING	5,500	0.00	0.00	3,501.68	1,998.32	64%	
10-690-16 M & R EQUIPMENT	22,000	3,300.96	0.00	1,459.43	17,239.61	22%	
10-690-17 M & R VEHICLES	19,000	0.00	0.00	7,860.27	11,139.73	41%	
10-690-31 GAS, OIL & TIRES	22,000	0.00	0.00	13,324.22	8,675.78	61%	
10-690-32 OFFICE SUPPLIES	2,000	0.00	0.00	0.00	2,000.00		
10-690-33 DEPARTMENTAL SUPPLIES	46,000	10,138.86	0.00	19,293.47	16,567.67	64%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	6,000.00		
10-690-36 UNIFORMS	8,500	0.00	0.00	4,255.57	4,244.43	50%	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	114.00	3,886.00	3%	
10-690-53 DUES & SUBSCRIPTIONS	8,500	0.00	0.00	9,890.57	(1,390.57)	116%	
10-690-57 MISCELLANEOUS	300	0.00	0.00	223.24	76.76	74%	

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
10-690-73 COMMUNICATIONS EQUIP	6,000	1,284.91	0.00	292.04	4,423.05	26%	
10-690-74 CAPITAL OUTLAY	55,000	53,350.19	0.00	0.00	1,649.81	97%	
10-690-76 TAXES & TITLES	4,000	0.00	0.00	0.00	4,000.00		
FIRE DEPARTMENT Totals:	1,612,748	68,074.92	0.00	892,814.03	651,858.95	60%	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	12.15	987.85	1%	
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	21.73	978.27	2%	
COMMITTEES Totals:	2,000	0.00	0.00	33.88	1,966.12	2%	
10-998-04 TRANSFER OUT - CAP IMPROVEMENT FUND	200,383	0.00	0.00	0.00	200,383.42		
Totals:	200,383	0.00	0.00	0.00	200,383.42		
10-999-01 CONTINGENCY	477,390	0.00	0.00	0.00	477,389.92		
CONTINGENCY Totals:	477,390	0.00	0.00	0.00	477,389.92		
Expenses Totals:	7,594,746	112,023.59	0.00	3,674,040.17	3,808,682.02	50%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	4,091,582.43			

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12 CAPITAL IMPROVEMENT FUND							
Description	Budget	Encumbrance	MTD	YTD	Variance	Percent	
Revenues							
12-301-00 AD VALOREM TAX (.07)	1,072,313	0.00	0.00	1,083,561.28	11,248.78	101%	
12-301-03 ONSLOW COUNTY FIRE TAX	474,968	0.00	0.00	474,968.45	0.00	100%	
12-383-00 SALE OF FIXED ASSETS	471,000	0.00	0.00	0.00	(471,000.00)		
12-390-00 TRANSFER IN - FROM GENERAL FUND	200,383	0.00	0.00	0.00	(200,383.42)		
Revenues Totals:	2,218,664	0.00	0.00	1,558,529.73	(660,134.64)	70%	
Expenses							
12-750-01 FIRE DEPARTMENT	1,405,531	0.00	0.00	128,964.89	1,276,566.06	9%	
12-750-02 FIRE TRUCK	153,188	0.00	0.00	0.00	153,187.50		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	100,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	559,946	0.00	0.00	0.00	559,945.92		
Totals:	2,218,664	0.00	0.00	128,964.89	2,089,699.48	6%	
Expenses Totals:	2,218,664	0.00	0.00	128,964.89	2,089,699.48	6%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	1,429,564.84			

Budget vs Actual

NORTH TOPSAIL BEACH

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Period Ending 6/30/2024

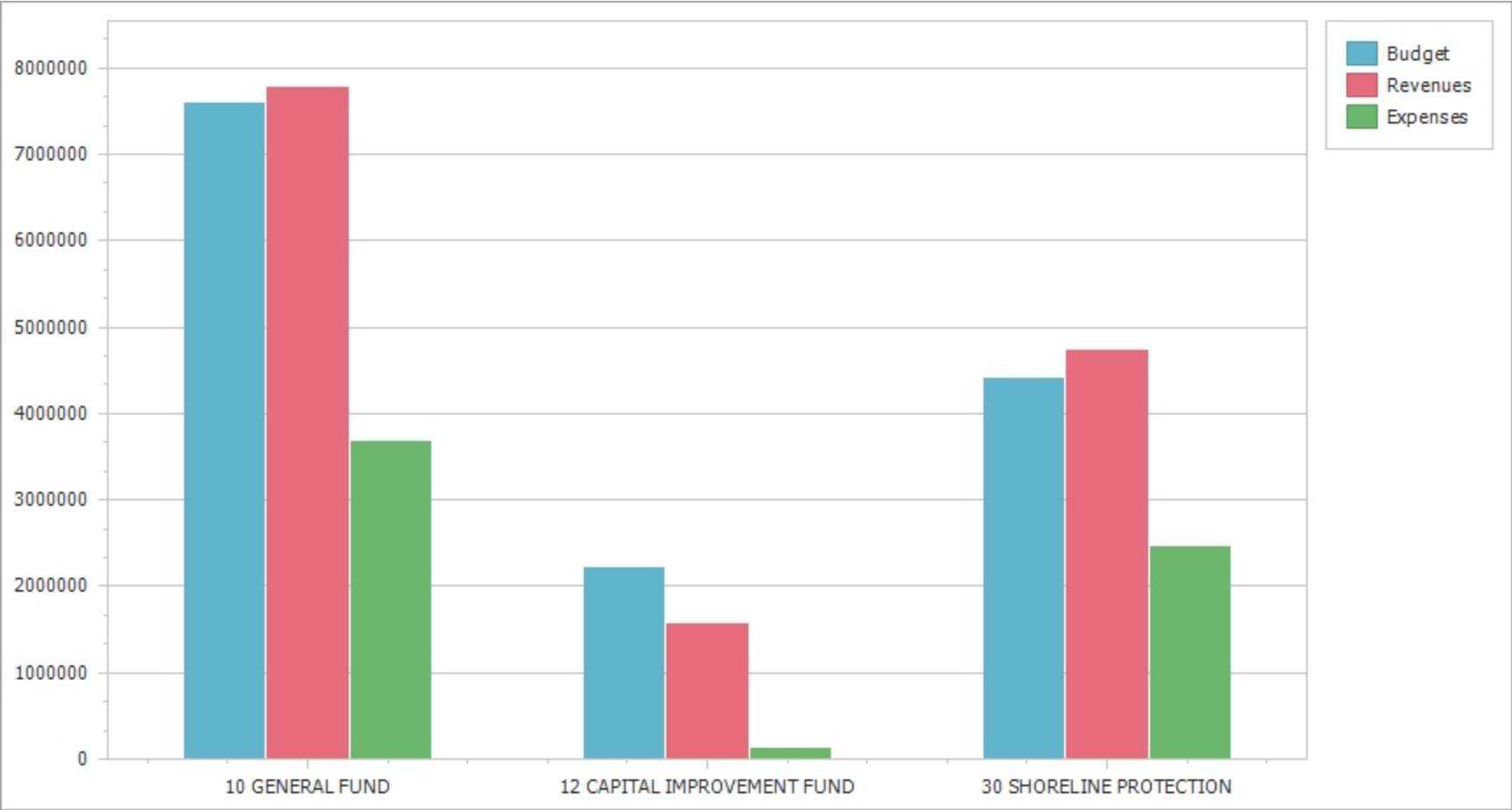
30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
30-301-00 ACCOMMODATION TAX	1,650,000	0.00	0.00	1,932,191.95	282,191.95	117%
30-301-05 AD VALOREM TAX - Beach	1,531,875	0.00	0.00	1,547,469.20	15,594.20	101%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	25,000	0.00	0.00	206,343.15	181,343.15	825%
30-336-00 SEA OATS PROGRAM	25,000	0.00	0.00	0.00	(25,000.00)	
30-345-00 LOCAL OPTION SALES TAX	686,567	0.00	0.00	713,714.91	27,148.26	104%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	321,950.38	(14,424.62)	96%
Revenues Totals:	4,404,817	0.00	0.00	4,721,669.59	316,852.94	107%
Expenses						
30-710-08 LEASE PAYMENTS	48,000	0.00	0.00	36,900.00	11,100.00	77%
30-710-10 BEACH LOBBYIST CONTRACT	60,000	0.00	0.00	36,752.80	23,247.20	61%
30-710-12 BEACH/ACCESS MAINTENANCE	50,000	0.00	0.00	20,365.36	29,634.64	41%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	6,275.67	13,724.33	31%
30-710-15 M & R DUNE/CROSSWALK	8,000	0.00	0.00	4,872.04	3,127.96	61%
30-710-45 CONTRACTED SERVICES	10,000	0.00	0.00	0.00	10,000.00	
30-710-59 SEA OATS PROGRAM	50,000	0.00	0.00	0.00	50,000.00	
Totals:	246,000	0.00	0.00	105,165.87	140,834.13	43%
30-720-04 FEMA Florence Truck Haul	0	0.00	0.00	10,553.25	(10,553.25)	
30-720-07 NEW RIVER EIS PROJECT	280,000	0.00	0.00	78,510.50	201,489.50	28%
30-720-08 CONTRACTS, PLANS, SPECS	200,000	0.00	0.00	79,150.25	120,849.75	40%
30-720-10 VITEX	216,000	0.00	0.00	1,666.67	214,333.33	1%
30-720-50 2022B SOB PAYMENT	2,006,204	0.00	0.00	1,909,082.74	97,121.26	95%
30-720-57 2022C FEMA SOB FEES	0	0.00	0.00	198,495.51	(198,495.51)	
30-720-58 2022A FEMA SOB FEES	0	0.00	0.00	62,527.50	(62,527.50)	
30-720-60 30 YEAR BEACH PLAN	30,000	0.00	0.00	0.00	30,000.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	200,000.00	
30-720-68 Future Projects Fund	1,226,613	0.00	0.00	0.00	1,226,612.65	

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2024						
BEACH REN. / DUNE STAB. Totals:	4,158,817	0.00	0.00	2,339,986.42	1,818,830.23	56%
Expenses Totals:	4,404,817	0.00	0.00	2,445,152.29	1,959,664.36	56%
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	2,276,517.30		



Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	YTD	Variance	Percent
Revenues						
31-330-00 LOAN PROCEEDS	17,202,294	0.00	0.00	10,857,303.66	(6,344,990.34)	63%
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	8,493,442.31	(9,105,741.69)	48%
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	10,500,000.00	0.00	100%
31-399-01 T/I FROM BEACH FUND	1,528,134	0.00	0.00	1,528,133.90	0.00	100%
Revenues Totals:	46,829,612	0.00	0.00	31,378,879.87	(15,450,732.03)	67%
Expenses						
31-440-00 2022A DEBT SERVICE	9,000,000	0.00	0.00	8,493,442.31	506,557.69	94%
31-440-01 2022C DEBT SERVICE	8,202,294	0.00	0.00	0.00	8,202,294.00	
31-450-01 ENGINEERING & CONSTRUCTION PHASE SUPPORT	9,000	0.00	0.00	4,051.00	4,949.00	45%
31-450-02 CONSTRUCTION MANAGEMENT & ADMINISTRATION	210,000	0.00	0.00	364,678.25	(154,678.25)	174%
31-450-03 LABORATORY ANALYSIS	44,400	0.00	0.00	6,020.00	38,380.00	14%
31-450-04 REGULATORY COORDINATION & CLOSEOUT	10,000	0.00	0.00	9,902.50	97.50	99%
31-450-05 MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	180,000.00	0.00	100%
31-450-06 HAUL & PLACEMENT OF BEACH FILL	8,378,110	0.00	0.00	9,141,735.55	(763,625.55)	109%
31-450-07 PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	45,000.00	0.00	100%
31-450-08 PROFESSIONAL FEES	123,490	0.00	0.00	562,915.14	(439,425.14)	456%
31-450-09 TRANCHE 2 CONSTRUCTION	8,621,653	0.00	0.00	6,030,456.23	2,591,196.41	70%
31-450-10 TRANCHE 2 ENGINEERING	585,000	0.00	0.00	331,087.27	253,912.73	57%
31-450-11 TRANCHE 2 CONTINGENCY	920,665	0.00	0.00	595.00	920,070.26	0%
31-460-00 TRANCHE 3 PROJECT	10,500,000	0.00	0.00	1,690.00	10,498,310.00	0%
Totals:	46,829,612	0.00	0.00	25,171,573.25	21,658,038.65	54%
Expenses Totals:	46,829,612	0.00	0.00	25,171,573.25	21,658,038.65	54%

Budget vs Actual

NORTH TOPSAIL BEACH
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Period Ending 6/30/2025

31 CAPITAL PROJECT BEACH MAINTENANCE	Revenues Over/(Under) Expenses:	0.00	6,207,306.62
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Check Listing

Date From: 2/1/2024 Date To: 2/28/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47512	1	AT&T MOBILITY	02/01/2024	<u>\$1,458.84</u>
47513	1	CAPE FEAR GENERATORS	02/01/2024	<u>\$695.50</u>
47514	1	CHARTER COMMUNICATIONS	02/01/2024	<u>\$545.03</u>
47515	1	COLONIAL LIFE	02/01/2024	<u>\$1,505.86</u>
47516	1	DAVID POULERIS	02/01/2024	<u>\$100.00</u>
47517	1	JAMES HUNTER	02/01/2024	<u>\$73.90</u>
47518	1	NC QUICK PASS PROCESSING CENTER	02/01/2024	<u>\$14.60</u>
47519	1	ONslow COUNTY FINANCE OFFICE	02/01/2024	<u>\$12,809.58</u>
47520	1	SHERRILL A STRICKLAND JR.	02/01/2024	<u>\$760.00</u>
47521	1	SNEADS FERRY OIL & LP GAS	02/01/2024	<u>\$528.70</u>
47522	1	T-N-T ENTERPRISES	02/01/2024	<u>\$1,713.10</u>
47523	1	THE FMRT GROUP	02/01/2024	<u>\$70.00</u>
47524	1	VILLAGE HARDWARE	02/01/2024	<u>\$33.86</u>
47525	1	CLEAR VISION GLASS	02/08/2024	<u>\$588.50</u>
47526	1	CM MITCHELL CONSTRUCTION	02/08/2024	<u>\$85,000.00</u>
47527	1	CROSSLEY MCINTOSH COLLIER	02/08/2024	<u>\$2,048.24</u>
47528	1	CW IT SUPPORT, INC.	02/08/2024	<u>\$1,098.64</u>
47529	1	HERC RENTALS	02/08/2024	<u>\$187.25</u>
47530	1	NANCY ANN AVERY	02/08/2024	<u>\$2,061.50</u>
47531	1	NCAPE	02/08/2024	<u>\$95.00</u>
47532	1	ONslow COUNTY SOLID WASTE DEPT	02/08/2024	<u>\$4,121.10</u>
47533	1	ONslow WATER & SEWER AUTHORITY	02/08/2024	<u>\$375.41</u>
47534	1	PEACHY CLEAN	02/08/2024	<u>\$1,250.00</u>
47535	1	PRO TYPE SERVICES	02/08/2024	<u>\$972.40</u>
47536	1	ROMAN TROPHIES	02/08/2024	<u>\$12.97</u>
47537	1	SECURED LOCK AND SECURITY SOLUTION	02/08/2024	<u>\$144.45</u>
47538	1	SHEPARD'S WRECKER SERVICE	02/08/2024	<u>\$1,365.28</u>
47539	1	SIMPLE COMMUNICATION	02/08/2024	<u>\$104.87</u>
47540	1	STATE CHEMICAL SOLUTIONS	02/08/2024	<u>\$123.36</u>
47541	1	TRUIST BANK	02/08/2024	<u>\$1,426.97</u>
47542	1	VERIZON WIRELESS	02/08/2024	<u>\$816.47</u>
47543	1	AMERICAN LEGAL PUBLISHING	02/15/2024	<u>\$702.52</u>

Check Listing

Date From: 2/1/2024 Date To: 2/28/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47544	1	APPLIED TECHNOLOGY & MNGMT	02/15/2024	\$8,687.00
47545	1	ARCHIVESOCIAL	02/15/2024	\$2,400.00
47546	1	BOARDWALK SCREEN PRINTING& EMBROIDERY	02/15/2024	\$955.41
47547	1	CDW GOVERNMENT	02/15/2024	\$820.75
47548	1	CHARTER COMMUNICATIONS	02/15/2024	\$1,125.00
47549	1	CM MITCHELL CONSTRUCTION	02/15/2024	\$426,288.10
47550	1	DONALD COOPER	02/15/2024	\$412.50
47551	1	G & L CAPITAL HOLDINGS	02/15/2024	\$8,300.00
47552	1	GFL ENVIRONMENTAL	02/15/2024	\$34,519.33
47553	1	HR MANAGEMENT SOLUTIONS	02/15/2024	\$250.00
47554	1	JACKSONVILLE DAILY NEWS	02/15/2024	\$184.00
47555	1	JONES ONSLOW ELECTRIC COMPANY	02/15/2024	\$3,917.70
47556	1	MED FIRST IMMEDIATE CARE	02/15/2024	\$86.00
47557	1	O'REILLY AUTOMOTIVE INC.	02/15/2024	\$268.80
47558	1	PRO TYPE SERVICES	02/15/2024	\$972.40
47559	1	RAJDC CAPITAL, LLC	02/15/2024	\$10,300.00
47560	1	SNEADS FERRY OIL & LP GAS	02/15/2024	\$149.89
47561	1	STAPLES	02/15/2024	\$427.18
47562	1	THE FMRT GROUP	02/15/2024	\$750.00
47563	1	THREAD FX	02/15/2024	\$582.10
47564	1	TI COASTAL SERVICES, INC.	02/15/2024	\$2,000.00
47565	1	TOPSAIL BEACH LLC	02/15/2024	\$18,300.00
47566	1	TOWN OF SURF CITY	02/15/2024	\$3,623.98
47567	1	UNITED RENTALS	02/15/2024	\$940.47
47568	1	NC TRAILERS	02/15/2024	\$9,693.00
47569	1	AT&T MOBILITY	02/22/2024	\$2,480.52
47570	1	BECKER MORGAN GROUP INC	02/22/2024	\$4,000.01
47571	1	CM MITCHELL CONSTRUCTION	02/22/2024	\$892,003.85
47572	1	FIRST CITIZENS BANK CC	02/22/2024	\$12,503.49
47573	1	GREATAMERICA FINANCIAL SERVS	02/22/2024	\$736.98
47574	1	LIBERTY SHEDS	02/22/2024	\$6,090.09
47575	1	METLIFE	02/22/2024	\$921.38

Check Listing

Date From: 2/1/2024 Date To: 2/28/2024

Vendor Range: A PLUS WAREHOUSE EQUIPMENT & SUPPLY - ZOCKLEIN & ASSOCIATES

NORTH TOPSAIL BEACH

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Check Number	Bank	Vendor	Date	Amount
47576	1	ONslow COUNTY FINANCE OFFICE	02/22/2024	\$10,422.99
47577	1	PRO TYPE SERVICES	02/22/2024	\$972.40
47578	1	SECURED LOCK AND SECURITY SOLUTION	02/22/2024	\$2,329.39
47579	1	T-N-T ENTERPRISES	02/22/2024	\$1,713.10
47580	1	TAYCO EAST COAST LLC	02/22/2024	\$555.00
47581	1	TOWN OF SURF CITY	02/22/2024	\$1,666.67
70	Checks Totaling -			\$1,595,157.59

Totals By Fund

	Checks	Voids	Total
10	\$131,595.38		\$131,595.38
12	\$4,000.01		\$4,000.01
30	\$53,250.00		\$53,250.00
31	\$1,406,312.20		\$1,406,312.20
Totals:	\$1,595,157.59		\$1,595,157.59

GL Account History Summary

NORTH TOPSAIL BEACH

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Account Range: 30-301-00 ACCOMMODATION TAX - 30-301-00 ACCOMMODATION TAX

Date Range: 2/1/2024 - 2/28/2024

GL Account - 30-301-00 ACCOMMODATION TAX					
Date	Description	Source	Debits	Credits	Date
Fiscal Period - FY 23-24		Beg Balance	\$0.00	\$4,407,379.62	
02/08/2024	OCC TAX	GL GJ	\$0.00	\$974.37	02/09/2024
02/12/2024	OCC TAX	GL GJ	\$0.00	\$88.74	02/16/2024
02/13/2024	OCC TAX	GL GJ	\$0.00	\$95.10	02/21/2024
02/15/2024	OCC TAX	GL GJ	\$0.00	\$1,796.77	02/21/2024
02/20/2024	OCC TAX	GL GJ	\$0.00	\$77,144.89	02/23/2024
02/23/2024	OCC TAX	GL GJ	\$0.00	\$135.53	02/26/2024
02/26/2024	OCC TAX	GL GJ	\$0.00	\$442.45	02/27/2024
Transaction Totals			\$0.00	\$80,677.85	
**		End Balance	\$0.00	\$80,677.85	**

Town of North Topsail Beach Fire Department

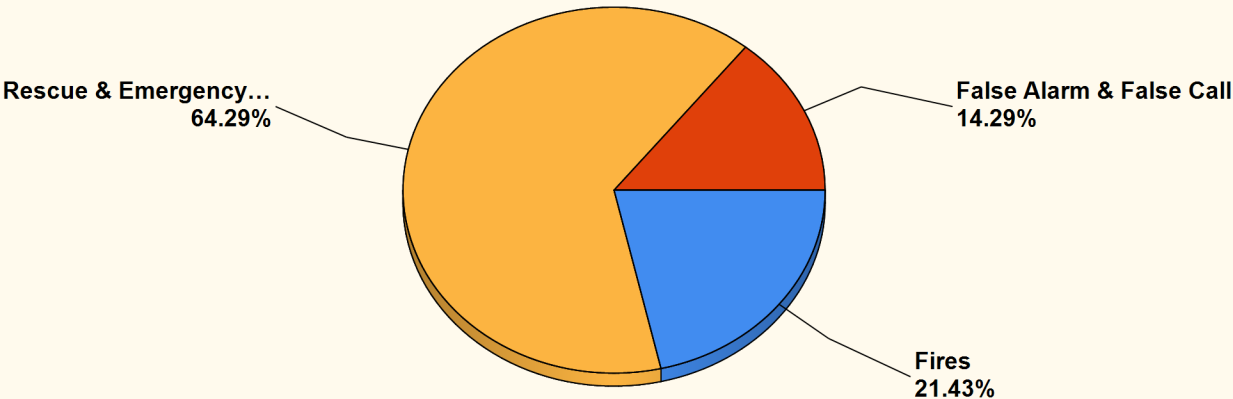
North Topsail Beach, NC

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2024 | End Date: 02/27/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	21.43%
Rescue & Emergency Medical Service	9	64.29%
False Alarm & False Call	2	14.29%
TOTAL	14	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section VIII, ItemB.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	14.29%
121 - Fire in mobile home used as fixed residence	1	7.14%
311 - Medical assist, assist EMS crew	7	50%
353 - Removal of victim(s) from stalled elevator	1	7.14%
365 - Watercraft rescue	1	7.14%
741 - Sprinkler activation, no fire - unintentional	1	7.14%
745 - Alarm system activation, no fire - unintentional	1	7.14%
TOTAL INCIDENTS:	14	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Section VIII, Item B.



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Doc Id: 553
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Permits Issued List

From Date: 01/29/2024

To Date: 02/26/2024

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Commercial	AP23-000013	124 FISHING PIER LN	02/21/2024	457.65
Addition Permit Total	Commercial Total			1	457.65
Addition Permit	Single Family	AP24-000001	3634 ISLAND DR	02/01/2024	500.00
Addition Permit Total	Single Family Total			1	500.00
Addition Permit Total				2	957.65
Demolition Permit	Commercial	D24-000004	3304 GRAY ST	02/21/2024	0.00
Demolition Permit Total	Commercial Total			1	0.00
Demolition Permit	Residential	D24-000002	7307 10TH AVE	01/31/2024	150.00
Demolition Permit Total	Residential Total			1	150.00
Demolition Permit Total				2	150.00
Driveway Permit	Driveway Permit	DVW24-000006	2334-2 NEW RIVER INLET RD	01/29/2024	50.00
Driveway Permit Total	Driveway Permit Total			1	50.00
Driveway Permit Total				1	50.00
Electrical Permit	Commercial	E23-000242	124 FISHING PIER LN	02/21/2024	0.00
Electrical Permit Total	Commercial Total			1	0.00
Electrical Permit	Residential	E23-000250	3808 ISLAND DR	02/26/2024	0.00
Electrical Permit	Residential	E24-000044	4346 ISLAND DR	02/26/2024	75.00
Electrical Permit	Residential	E24-000038	2362 NEW RIVER INLET RD	02/22/2024	75.00
Electrical Permit	Residential	E24-000029	1822 NEW RIVER INLET RD 1114A	02/23/2024	75.00
Electrical Permit	Residential	E24-000040	3794 ISLAND DR	02/23/2024	75.00
Electrical Permit	Residential	E23-000057	124 S PERMUDA WYND DR	01/30/2024	0.00
Electrical Permit	Residential	E24-000021	2174 NEW RIVER INLET RD 184	01/30/2024	75.00
Electrical Permit	Residential	E24-000007	3802 ISLAND DR	01/29/2024	75.00
Electrical Permit	Residential	E24-000009	3634 ISLAND DR	02/01/2024	0.00
Electrical Permit	Residential	E24-000027	4466 ISLAND DR	02/08/2024	75.00
Electrical Permit	Residential	E24-000026	1274 NEW RIVER INLET RD	02/09/2024	75.00
Section VIII, ItemB.					44

Electrical Permit	Residential	E24-000025	3622 ISLAND DR	02/09/2024	75.00
Electrical Permit	Residential	E23-000212	3914 RIVER RD	02/11/2024	0.00
Electrical Permit Total	Residential Total			13	675.00
Electrical Permit Total				14	675.00
Fence Permit	Residential	FNC23-000025	112 SCOTCH BONNET DR	02/14/2024	50.00
Fence Permit Total	Residential Total			1	50.00
Fence Permit Total				1	50.00
Fuel Gas Permit	Residential	FG22-000045	221 PORTO VISTA DR	02/16/2024	0.00
Fuel Gas Permit	Residential	FG24-000003	3600 ISLAND DR	02/13/2024	0.00
Fuel Gas Permit Total	Residential Total			2	0.00
Fuel Gas Permit Total				2	0.00
Insulation Permit	Residential	I24-000005	3634 ISLAND DR	02/01/2024	0.00
Insulation Permit Total	Residential Total			1	0.00
Insulation Permit Total				1	0.00
Mechanical Permit	Commercial	M23-000185	124 FISHING PIER LN	02/21/2024	0.00
Mechanical Permit Total	Commercial Total			1	0.00
Mechanical Permit	Residential	M24-000020	1316 NEW RIVER INLET RD	02/16/2024	150.00
Mechanical Permit	Residential	M24-000016	222 COASTAL DR	02/09/2024	75.00
Mechanical Permit	Residential	M24-000007	3634 ISLAND DR	02/01/2024	0.00
Mechanical Permit Total	Residential Total			3	225.00
Mechanical Permit Total				4	225.00
Mobile Food Truck/Pushcart	Push Cart	MFV24-000002		02/21/2024	75.00
Mobile Food Truck/Pushcart Total	Push Cart Total			1	75.00
Mobile Food Truck/Pushcart Total				1	75.00
Plumbing Permit	Commercial	P23-000079	124 FISHING PIER LN	02/21/2024	0.00
Plumbing Permit Total	Commercial Total			1	0.00
Plumbing Permit	Residential	P23-000084	3808 ISLAND DR	02/26/2024	0.00
Plumbing Permit	Residential	P24-000012	3808 ISLAND DR	02/26/2024	0.00
Plumbing Permit	Residential	P23-000042	4132 ISLAND DR	02/14/2024	0.00
Plumbing Permit	Residential	P24-000010	1529 NEW RIVER INLET RD	02/09/2024	75.00
Plumbing Permit	Residential	P24-000013	1316 NEW RIVER INLET RD	02/16/2024	0.00
Plumbing Permit	Residential	P24-000004	3634 ISLAND DR	02/01/2024	0.00
Plumbing Permit Total	Residential Total			6	75.00
<i>Section VIII, ItemB.</i>	Total			7	7

Renovation Permit	Single Family	B23-000015	3808 ISLAND DR	02/26/2024	225.00
Renovation Permit Total	Single Family Total			1	225.00
Renovation Permit Total				1	225.00
Simple Build Permit	Single Family	SB23-000123	3028 ISLAND DR	02/22/2024	325.00
Simple Build Permit	Single Family	SB23-000017	340 TOPSAIL RD	02/09/2024	200.00
Simple Build Permit	Single Family	SB23-000116	2329 NEW RIVER INLET RD	01/31/2024	200.00
Simple Build Permit	Single Family	SB24-000010	1120 NEW RIVER INLET RD	02/09/2024	75.00
Simple Build Permit	Single Family	SB24-000011	1316 NEW RIVER INLET RD	02/09/2024	75.00
Simple Build Permit Total	Single Family Total			5	875.00
Simple Build Permit Total				5	875.00
Swimming Pool Permit	Residential	SP23-000038	3914 RIVER RD	02/11/2024	305.00
Swimming Pool Permit Total	Residential Total			1	305.00
Swimming Pool Permit Total				1	305.00
Zoning and Floodplain Development Permit	Commercial	ZFP23-000234	124 FISHING PIER LN	02/21/2024	400.00
Zoning and Floodplain Development Permit Total	Commercial Total			1	400.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000009	3028 ISLAND DR	02/22/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000242	4400 ISLAND DR	02/23/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000212	3914 RIVER RD	02/11/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000014	2329 NEW RIVER INLET RD	01/31/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000001	3634 ISLAND DR	02/01/2024	0.00
Zoning and Floodplain Development Permit	Residential	ZFP23-000029	340 TOPSAIL RD	02/09/2024	0.00
Zoning and Floodplain Development Permit Total	Residential Total			6	0.00

Zoning and Floodplain Development Permit Total				7	400.00
All Permits Total				49	4,062.65

P+Z Permits Issued List

From: 01/30/2024

To: 02/27/2024

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP24-000014	01/31/2024	2329 NEW RIVER INLET RD	778C-131.1	L2A S3 BH NORTH TOPSAIL SHORES	SMITH JAMES & KERRI	Island Time Cleaning and Construction - Samantha Martin			125.00		4000.00	0.00	0.00
ZFP24-000001	02/01/2024	3634 ISLAND DR	814-13.8	L2B MP DEVENGER & TC & BB PIGFORD	SPLASH LANDING LLC	- ORIN O. O'QUIN			125.00		400000.00	0.00	0.00
ZFP23-000029	02/09/2024	340 TOPSAIL RD	812-20	L5 & L6 S4 BD SEAHAVEN BEACH	BOIKE MARK WILLIAM	BOIKE MARK WILLIAM			125.00		15000.00	0.00	0.00
ZFP23-000212	02/11/2024	3914 RIVER RD	778D-4.1	L4A NORTH TOPSAIL SHORES EXT	OGNIBENE JOSEPH R & CARLIN J	self -			125.00		18000.00	0.00	0.00
FNC23-000025	02/14/2024	112 SCOTCH BONNET DR	804A-19	L3 SCOTCH BONNET O/S	SAUER MICHAEL J & CAREY N	SAUER MICHAEL J & CAREY N			50.00	688	2500.00	0.00	0.00
MFV24-000002	02/21/2024				TOWN OF NORTH TOPSAIL BEACH				75.00	676	0.00	0.00	0.00
ZFP23-000234	02/21/2024	124 FISHING PIER LN	774F-98	TR2 W & K SMITH RECOM	SEAVIEW FISHING PIER LLC	Gladiator Construction LLC - Cameron Lee Krakower c/o Scott Murray			125.00	639	28000.00	0.00	0.00
ZFP24-000009	02/22/2024	3028 ISLAND DR	809-29	L4 S1 B1 OLD SETTLERS BEACH	HOWARD WILLIE RAY JR & BARBARA D	The Eugene Johnson Group, LLC - Alena M Smith			125.00		27000.00	0.00	0.00
ZFP23-000242	02/23/2024	4400 ISLAND DR	768A-11	L11 SUMMERTYME	GOLDSAND COREY & LISA	Carolina Coast Contracting Corp. - Jackie L James			125.00		18000.00	0.00	0.00



Town of North Topsail Beach

Service

Integrity

Police Department

Chief William K. Younginer

Department Report for January 1, 2024 - January 31, 2024

Arrests	
Traffic	6

Citations	
State Citations	6
Warnings	11

Summary	
Total Calls for Service	68
Total Citations Issued	6
Total Reports	43
Total Security Checks	1239

Calls For Service	
Accidents	4
Alarm Calls	3
Animal	1
Cit / Mot / Ped Assists	5
Disturbance	1
Domestic Disturbance	3
Hit and Run	1
Misc. Calls	11
Motor Vehicle Theft	1
Open Door	2
Simple Assault	1
Suspicious Activity	8
Trespassing	4
Welfare Check	3

Assist Other Agencies	
E. M. S.	3
N.T.B. F.D.	10
O.C.S.	7

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Richard Grant
Tom Leonard
Connie Pletl
Laura Olszewski

RESOLUTION 2024-02

A RESOLUTION APPROVING RECORDS RETENTION AND DISPOSITION SCHEDULE ISSUED BY THE NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES DIVISION OF ARCHIVES AND RECORDS

WHEREAS, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records, State Archives of North Carolina, Government Records Branch updated and revised the Municipal Records Retention and Disposition Schedule; and

WHEREAS, the retention and disposition schedules are the tools created by the Government Records Section to assist employees of local government agencies in managing the records in their office; and

WHEREAS, these schedules are an agreement between the local government agencies and the Department of Natural and Cultural Resources (DNCR), serving as the inventory and schedule that DNCR is directed to provide by G.S. 121- 5(c) and G. S. 132- 8; and

WHEREAS, beginning in 2019, the Government Records Section excised common records standards, such as Legal and Personnel, from the individual retention and disposition schedules and combined them into the General Records Schedule for Local Government Agencies; and

WHEREAS, all local government agencies should use the General Records Schedule for Local Government Agencies alongside the program schedule that covers the specific work assigned to your office; and

WHEREAS, these schedules must be approved by the local governing board before they can be used to authorize the destruction of public records. This approval should be made in a regular meeting and recorded as an action in the minutes. This may be accomplished as part of the consent agenda, by resolution, or by other action.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ALDERMEN THAT the Town of North Topsail Beach hereby adopts the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Retention and Disposition Schedule for Local Government Agencies

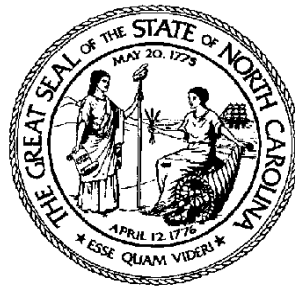
This Resolution is effective this the 6th day of March., 2024.

Joann McDermon, Mayor

ATTEST: _____
Nancy Avery, Interim Town Clerk

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

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

March 1, 2019

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2019 Local Government Agencies General 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 provisions 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.**

All local government agencies and the Department of Natural and 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 that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and 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 supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

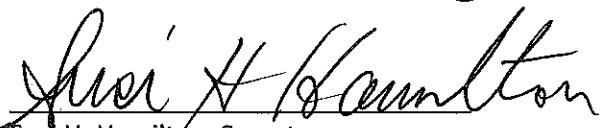
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR 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 agency 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 that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). 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 reference value ends."
- ✓ E-mail is a record as defined by G.S. § 121-5 and G.S. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website 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 and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming services for the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver halide 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 local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency 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 this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. 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. Am I required to have all the records listed on this schedule?

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

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

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

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, 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 agency.
-

Q. What if I cannot 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 function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. 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. Is any person allowed to 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. Am I required to make available to the public copies of drafts that have not been approved?

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided 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.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C.G.S. §121-4 (2) and §132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
 - Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
 - Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
 - Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.
- See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/documents/human-readable-preservation-duplicates>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

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 a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not 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, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, 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. Are we required to provide public access to these records?

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

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

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

Q. Whom can I call with questions?

- A.** If you are located west of 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

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

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

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be 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**, page 2, item 8, and **AUDITS: FINANCIAL**, page 19, item 6.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency 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.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”¹

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 characteristics, 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 approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Schedule for State Agency Records, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Schedule for State Agency Records or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and

¹ *A Glossary of Archival and Records Terminology*, Richard Pearce-Moses (2005)

- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g. a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at:

<https://archives.ncdcr.gov/documents/digital-signature-policy-guidelines>

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with bold, uppercase letters. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

See also **AUDITS: FINANCIAL**, page 20, item 6.

Sample records series title and description with cross-reference included

***No destruction of records may take place if litigation or audits are pending or reasonably anticipated.
See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.***

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____ <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. § 163-300
2.	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
3.	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES	a) Retain in office official copy permanently. b) Destroy in office remaining records after 3 years.	
4.	AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, 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 Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____ Destroy in office after 2 years.	Authority: G.S. § 143-157.1
6.	APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.		
7.	AUDIO AND VIDEO RECORDINGS OF MEETINGS See also MINUTES OF PUBLIC BODIES , page 11, item 42.	Destroy in office after approval of official written minutes. <i>NOTE: If these serve as the official minutes, as allowed by G.S. § 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i>	
8.	AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. See also AUDITS: FINANCIAL , page 19, item 6.	a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office remaining audit reports after 10 years. c) Destroy in office documentation of corrective measures 2 years after their implementation. d) Destroy in office working papers and remaining records when superseded or obsolete.	

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[†] See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	<ul style="list-style-type: none"> a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete. 	Confidentiality: G.S. § 132-1.7
10.	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. See also BIDS FOR PURCHASE , page 20, item 10, and PROJECTS , page 14, item 53.	Destroy in office 5 years after expiration or cancellation.	
11.	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
12.	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	<ul style="list-style-type: none"> a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.[†] Agency Policy: Destroy in office after _____	
13.	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
14.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
16.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	1
17.	CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by citizens requesting action as well as routine requests for service. Also includes requests for reasonable accommodation under Title II of the Americans with Disabilities Act, including survey of agency buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence (including e-mail), resolutions, and solutions to access problems. See also CIVIL RIGHTS RECORDS , page 44, item 5.	a) Transfer records as applicable to LITIGATION CASE RECORDS , page 47, item 17. b) Destroy in office comments, informal complaints, petitions, and requests 1 year after resolution.* c) Destroy in office accommodation requests and complaints 2 years after resolution.*	Authority: 42 USC 12132
18.	CITIZEN REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that citizens may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends. [†] Agency Policy: Destroy in office after _____	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
20.	COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency.	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.
21.	COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. Also includes strategic plans and business plans, as well as goals and objectives.	a) Retain in office comprehensive plans and strategic plans permanently. b) Destroy in office background surveys, studies, reports, and drafts 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office goals and mission statements when superseded or obsolete.	
22.	CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS , page 78.	a) Transfer correspondence (including e-mail) with historical value to HISTORY RECORDS , page 8, item 32, after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. c) Destroy in office remaining records after 3 years. <i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i>	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	CUSTOMER CALL CENTER RECORDINGS Recordings of calls to customer service centers made for quality assurance and training purposes.	Destroy in office after 30 days.	
24.	EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties. See also GRANTS , page 8, item 31, and SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE , page 40, item 15.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.* b) Destroy in office records documenting all other maintenance and repairs after 3 years.* c) Destroy in office warranties 1 year after expiration.	1
25.	EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
26.	EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities. See also CONTRACTS, LEASES, AND AGREEMENTS , page 45, item 8.	a) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. b) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years.	
28.	FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.	Destroy in office when superseded or obsolete.	
29.	GOVERNING AND ADVISORY BODY MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. See also APPLICATIONS FOR APPOINTMENT , page 2, item 5, and OATHS OF OFFICE , page 47, item 18.	a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.	
30.	GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	a) Transfer records concerning approved grants to GRANTS , page 8, item 31. b) Destroy in office rejected or withdrawn grant proposals when reference value ends. [†] Agency Policy: Destroy in office after ____	

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	GRANTS Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes documentation about grants issued by the agency along with research records generated as part of a grant project. See also GRANTS: FINANCIAL , page 24, item 27.	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333
32.	HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____.	
33.	IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.	Destroy in office 3 years after resolution.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	INDICES Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
35.	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
36.	INVENTORIES Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
37.	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
38.	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel. Includes routine notices, task lists, and arrangements.	Destroy in office after 1 year.	
39.	MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days.	

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STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40. 	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	Confidentiality: G.S. § 132-1.12 G.S. § 132-1.13
41.	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	

1

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<p>MINUTES OF PUBLIC BODIES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p> <p>See also AGENDA AND MEETING PACKETS, page 1, item 4, and AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7. If there are other boards in the operational standard(s) or if the Workforce Development standard is included, add references to those boards here.</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.</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) Destroy in office minutes of committees or subcommittees when reference 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.†</p> <p>Agency Policy: Destroy in office after _____</p>	Authority: G.S. § 143-318.10
43.	<p>MINUTES (STAFF MEETINGS) Minutes of staff meetings, including all referenced and attached documentation.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after 1 year.</p>	
44.	<p>MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.</p>	<p>a) Destroy in office 1 year after expiration of license/permit.</p> <p>b) Destroy in office applications for which a license/permit was never issued when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	Authority: G.S. § 66-77

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules. See also AFFIDAVITS OF PUBLICATION , page 43, item 1, and PUBLICITY RECORDS , page 69, item 12.	Destroy in office after 1 year.	
46. 	OFFICE SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings.	a) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to DISCIPLINARY ACTIONS , page 54, item 12, or LITIGATION CASE RECORDS , page 47, item 17. b) Destroy in office recordings not required to support known investigations or litigation after 30 days. c) Destroy in office remaining records after 1 year.	Confidentiality: G.S. § 132-1.7
47.	ORDINANCES Includes code of ordinances. See the MICROFILM section on page 82 for instructions on microfilming.	a) Retain in office official copy permanently. b) Destroy in office ordinance development records when ordinance is no longer in effect. c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends. † Agency Policy: Destroy in office after _____.	
48.	PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.	Destroy in office after 3 years.*	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>POLICIES AND PROCEDURES Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 5, POLICIES AND PROCEDURES (PERSONNEL), page 62, item 31, and ELECTRONIC RECORDS POLICIES AND PROCEDURES, page 38, item 7.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
50.	<p>POLL LIST/REGISTRATION LIST/ROSTER/AUTHORIZATION TO VOTE (ATV) Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p>	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	<p>Authority:</p> <p>G.S. § 163 Art. 15A G.S. § 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205</p>
51.	PRICE QUOTATIONS	<p>Destroy in office when reference value ends. †</p> <p>Agency Policy: Destroy in office after _____.</p>	
52.	PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends. †</p> <p>Agency Policy: Destroy in office after _____.</p>	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
53.	PROJECTS Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. See also PROJECT DOCUMENTATION , page 39, item 11.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
54.	PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps.	Destroy in office when superseded or obsolete.	
55.	RATE AND FEE SCHEDULES Records relating to rates, fees, and regulations concerning agency services.	Destroy in office when superseded or obsolete.	
56.	RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	REFERENCE (READING) FILE Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
58.	REPORTS AND STUDIES Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency. See also CIVIL RIGHTS RECORDS , page 44, item 5, and COMPREHENSIVE PLAN , page 5, item 21.	a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency. b) Retain in office permanently reports and studies prepared by request of an agency's governing body or a court. c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually. d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis. e) Destroy in office when superseded or obsolete reports required to be submitted to the agency. f) Destroy in office remaining reports and studies when reference value ends. [†] Agency Policy: Destroy in office after _____. <i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i>	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
59.	REQUESTS FOR INFORMATION Requests received and responses issued by the agency. See also PUBLIC RECORDS REQUESTS , page 69, item 11.	Destroy in office after 1 year after resolution.	
60.	REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency. See also BIDS FOR PURCHASE , page 20, item 10, and PRICE QUOTATIONS , page 13, item 51.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
61.	RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the MICROFILM section on page 82 for instructions on microfilming.	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.† Agency Policy: Destroy in office after _____	
62.	SURPLUS PROPERTY Inventories and reports of agency property to be surplusplused.	Destroy in office 3 years after disposition of property.*	
63.	TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
64.	TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries.	Destroy in office after 1 year.*	1
	See also TRAVEL REIMBURSEMENTS , page 28, item 45, and PRICE QUOTATIONS , page 13, item 51.		
65.	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet. See also VEHICLE TITLES , page 49, item 23.	Destroy in office when superseded.	
66.	WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting completed work, follow disposition instructions for FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS , page 7, item 27, or EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS , page 6, item 24.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

**STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS**

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	Destroy in office 3 years after payment.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts.	Destroy in office 3 years after collection.*	
3.	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. See also BUDGET REPORTS , page 21, item 16.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. <i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i>	Authority: G.S. § 159-11
5.	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	Authority: 26 CFR 1.148-3
6.	AUDITS: FINANCIAL Records concerning internal and external audits. Includes reports, working papers, and related records. See also AUDITS: PERFORMANCE , page 2, item 8.	a) Retain in office reports permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded of obsolete.*	Authority: G.S. § 159-34
7.	AUTHORIZATION FORMS Authorization to purchase materials.	Destroy in office after 3 years.*	
8.	BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.	Destroy in office after 3 years.*	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. See also ACCOUNTS RECEIVABLE , page 18, item 2.	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. § 153A-176
10.	BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Transfer records to CONTRACTS, LEASES, AND AGREEMENTS , page 45, item 8 when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.*	Authority: G.S. § 143 Article 8
11.	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.	Destroy in office 3 years after entire issuance has been satisfied.*	Authority: G.S. § 159 Article 7
12.	BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	Authority: G.S. § 159-130
13.	BONDS, NOTES, AND COUPONS	Destroy in office 1 year from date of payment.	Authority: G.S. § 159-139

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence, and other related records.	Destroy in office after 2 years.*	
15.	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
16.	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. See also ANNUAL BUDGET , page 19, item 4.	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
17.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. § 159-10
18.	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.† Agency Policy: Destroy in office after _____	Authority: G.S. § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S. § 159-15

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
20. 	CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignment of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. § 132-1.2(2)
21.	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. See also FUND DRIVE AND EVENT RECORDS , page 68, item 6.	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
22. 	ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 14-113.20
23.	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer's office. For more information, see the State Treasurer's memo, " Annual Reporting of Unclaimed Property. "	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. § 116B-60 Retention: G.S. § 116B-73

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
25.	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits.	
26.	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	GRANTS: FINANCIAL Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records. See also GRANTS , page 8, item 31.	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333
28.	INVESTMENTS Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.	a) Destroy in office transaction schedules after 2 years.* b) Destroy in office performance investment reports when reference value ends. c) Destroy in office all remaining records after 3 years.*	Authority: G.S. § 159-30



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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
30.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. § 159-33
31.	LONGEVITY PAY	Destroy in office after 3 years.*	
32. 	PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. § 132-1.2(2) G.S. § 132-1.10(b)(5)
33. 	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. See also TIME SHEETS, CARDS, AND ATTENDANCE RECORDS , page 28, item 44.	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 3 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 516.5(a) 29 CFR 1627.3(a)

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34. 	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).	a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1)
35.	POWELL BILL RECORDS Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.	Destroy in office after 3 years.	
36.	PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. See also GRANTS: FINANCIAL , page 24, item 27.	Destroy in office after 3 years.* <i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i>	
37.	QUALIFIED PRODUCTS LISTS (QPL) Records identifying products approved for purchase by the agency.	Destroy in office 3 years after superseded or obsolete.*	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38.	REQUISITIONS Requests for payment or to acquire goods or services. See also INVENTORIES , page 9, item 36.	Destroy in office after 1 year.*	
39.	SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.	a) Destroy in office after 3 years records documenting the awarding of scholarships. b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.	
40.	SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.	Destroy in office after 3 years.*	
41.	STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.	Destroy in office 3 years after payment.*	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42. 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 4 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: IRS Publication 15
43.	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
44.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. See also PAYROLL AND EARNINGS RECORDS , page 25, item 33.	Destroy in office after 2 years.*	Retention: 29 CFR 516.6(a)(1)
45.	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. See also GRANTS: FINANCIAL , page 24, item 27, and TRAVEL REQUESTS , page 17, item 64.	Destroy in office after 3 years.*	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
46. 	VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. § 132-10 for information about providing public access to GIS databases.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. <i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council (http://www.ncgicc.com/).</i> See also GEOSPATIAL RECORDS , page 80.	
2.	GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
3.	GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
5.	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
6.	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends. [†] Agency Policy: Destroy in office after _____	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	LAYERS: ADDRESS POINTS See also GEOSPATIAL RECORDS , page 80.	<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 NOneMap 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>	
8.	LAYERS: CORPORATE LIMITS See also GEOSPATIAL RECORDS , page 80.	<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 NOneMap 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>	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	LAYERS: EXTRATERRITORIAL JURISDICTIONS See also GEOSPATIAL RECORDS , page 80.	<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 NOneMap 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>	
10.	LAYERS: ORTHOIMAGERY See also GEOSPATIAL RECORDS , page 80.	<p>Create a snapshot of dataset when created. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NOneMap 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>	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	LAYERS: STREET CENTERLINE See also GEOSPATIAL RECORDS , page 80.	<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>	
12.	MAPPING PROJECT RECORDS Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects. See also GEOSPATIAL RECORDS , page 80.	<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>	

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† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	MAPS: PARCEL Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures. See also GEOSPATIAL RECORDS , page 80, and PROPERTY MANAGEMENT RECORDS , page 14, item 54.	Paper: Destroy in office upon State Archives approval. GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently, <i>Either:</i> Transfer snapshot to NOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <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 .	
14.	MAPS: PARKS Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems. See also GEOSPATIAL RECORDS , page 80.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office permanently, 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 .	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	MAPS: ALL OTHER Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends. [†] Agency Policy: Destroy in office after _____	

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STANDARD 4: INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.


Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. § 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." (G.S. § 132-6.1 (c))

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STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.	a) Destroy in office after 1 year fixity check documentation. b) Destroy in office remaining records after disposition of record.*	Confidentiality: G.S. § 132-6.1(c)
2.	COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.	Destroy in office after 1 year.	
3.	DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.	Destroy in office 3 years after system is discontinued and/or replaced.	



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STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	DATA MIGRATION RECORDS Technical records documenting data migrations. <i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i>	Destroy in office 1 year after completion of data migration.	
5.	DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution.	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
6.	DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records. See Request for Disposal of Original Records Duplicated by Electronic Means , page 88.	Destroy in office 10 days after digitization. <i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i>	
7. 	ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.7(b) G.S. § 132-6.1(c)
8.	INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	

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STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	NETWORK AND SYSTEM SECURITY RECORDS Records documenting the security of network and system. Includes records concerning firewalls, anti-virus programs, and intruder scanning logs.	a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.	Confidentiality: G.S. § 132-6.1(c)
10. 	NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-6.1(c)
11.	PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records. See also PROJECTS , page 14, item 53.	a) Retain in office permanently records with historical value. b) Destroy in office remaining records 3 years after completion of project.	

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.	Destroy in office 1 year after software is superseded or obsolete.	
13.	SYSTEM ACCESS RECORDS Records documenting access requests and authorizations, system access logs, and other related records.	Destroy in office 1 year after superseded or obsolete.	
14. 	SYSTEM DOCUMENTATION RECORDS Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.1(g) G.S. § 132-6.1(c)
15.	SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records. See also EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS , page 6, item 24.	a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year. b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



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STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.[†]</p> <p>Agency Policy: Destroy in office after _____</p>	
17.	<p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	
18.	<p>VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS</p> <p>Records concerning line registrations, calls logs, and voicemail records.</p>	<p>a) Destroy in office records concerning line registration when superseded or obsolete.</p> <p>b) Destroy in office call logs after 1 year.</p> <p>c) Destroy in office voicemail records after 30 days.</p>	

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 4: INFORMATION TECHNOLOGY RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications. See also WEBSITE (ELECTRONIC) , page 70, item 15.	Destroy in office when superseded or obsolete.	

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STANDARD 5: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. § 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. See also NOTICES OF PUBLIC MEETINGS , page 12, item 45.	a) Retain in office permanently if record provides sole evidence of publication. b) Destroy in office remaining records after 3 years. *	Authority: G.S. § 1-600
2.	ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence, including email, maps, ordinances, and public hearings.	Retain in office permanently. <i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office. G.S. §160A-29, G.S. §160A-58.61 and G.S. §160A-58.90.</i>	5
3.	AUTHENTICATIONS Certificates of authentication issued by the agency.	Retain in office permanently.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CIVIL RIGHTS CASE RECORDS Records concerning discrimination complaints by employees or former employees and requests for reasonable accommodation. Includes equal opportunity (EO) complaints. See also PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Destroy in office 1 year after final disposition of the charge or the action.* <i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i>	Retention: 29 CFR 1602.14 29 CFR 1602.31
5.	CIVIL RIGHTS RECORDS Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans. See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS , page 4, item 17, CIVIL RIGHTS CASE RECORDS , page 44, item 4, and POLICIES AND PROCEDURES (PERSONNEL) , page 62, item 31.	Destroy in office 3 years after superseded or obsolete.	Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4 Retention: 29 CFR 1602.30 29 CFR 1602.32

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	CONDEMNATION RECORDS Settled and pending condemnation cases. See also ACCOUNTS PAYABLE , page 18, item 1 for disposition of financial records.	Retain in office permanently.	
7.	CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office 1 year after completion of term or separation.	
8.	CONTRACTS, LEASES, AND AGREEMENTS Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding. See also SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS , page 40, item 12.	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office sealed contract records 10 years after expiration of contract.* c) Destroy in office capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.* d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.* e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*	Retention: G.S. § 1-47(2) G.S. § 1-50(a)(5) 45 CFR 164.316 G.S. § 1-52

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE





STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	
10.	DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
11.	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency. See also ACCOUNTS PAYABLE , page 18, item 1 for disposition of financial records.	Destroy in office 10 years after expiration of agreement.	
12.	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private citizens to encroach upon agency property.	
13.	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
14.	 LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page 78.	Confidentiality: G.S. § 132-1.1(a)

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
16. 	LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. See also LEGAL OPINIONS , page 47, item 15.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. § 132-1.1(a)
17. 	LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. § 132-1.1(a) G.S. § 132-1.9
18.	OATHS OF OFFICE See also GOVERNING AND ADVISORY BODY MEMBER FILES , page 7, item 29.	Transfer official copy of oath of office to the Clerk to the Board. <i>Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.</i>	Authority: G.S. § 153A-26 Retention: G.S. § 7A-103(2)

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	
20.	PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	
21.	REASONABLE ACCOMMODATIONS Records concerning agency efforts to provide reasonable accommodations to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964. Includes constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, and resolutions. See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS , page 4, item 17, and CIVIL RIGHTS CASE RECORDS , page 44, item 4.	Destroy in office after 2 years.*	Authority: 42 USC 12132

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 5: LEGAL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	RELEASE FORMS Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
23.	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. § 20-72

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STANDARD 6: PERSONNEL RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. § 115C Article 21A (LEAs), G.S. § 122C-158 (area authorities), G.S. § 130A-45.9 (public health authorities), G.S. § 153A-98 (county), G.S. § 160A-168 (municipal), G.S. § 161E-257.2 (public hospitals), and G.S. § 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITIONS	Destroy in office after 1 year.	
2. 	ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel. See also DISCIPLINARY ACTIONS , page 54, item 12.	a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation. b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court. c) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1


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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3. 	APPLICATIONS FOR EMPLOYMENT Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29. b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31
4.	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later. Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21


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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5. 	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. See also EMPLOYMENT SELECTION RECORDS , page 56, item 17.	Destroy in office after 2 years.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
6.	ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. See also BLOODBORNE PATHOGEN TRAINING , page 53, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS , page 58, item 21.	a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete.	Retention: 29 CFR 1910.1001(m)(4)
7.	BENEFITS RECORDS Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).	a) Destroy in office approved claims forms after 2 years.* b) Destroy in office rejected requests 6 months after decision. c) Destroy in office notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave 3 years after employee returns or eligibility expires. d) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. See also ASBESTOS TRAINING , page 52, item 6, and HAZARDOUS MATERIALS TRAINING RECORDS , page 58, item 21.	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
9. 	CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion. See also APPLICATIONS FOR EMPLOYMENT , page 51, item 3.	a) Destroy in office certificates 5 years after date of separation. b) Destroy in office instructional materials, assessments, and other related records when superseded or obsolete.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31
10.	DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE






STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.	a) Transfer original forms to Local Government Employees' Retirement System (LERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.	
12.	DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29. b) Destroy in office all remaining records 2 years after resolution of all actions.	Authority: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31 Subject to the public information provision delineated in the above authorities.
13.	DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency.	a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.	

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14. 	EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. See also LEAVE RECORDS , page 58, item 24.	a) Transfer records documenting approved leave requests to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29. b) Destroy in office records concerning denied requests 6 months after denial.* Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
15. 	ELIGIBILITY RECORDS Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.	a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 8 USC 1324a(b)(3)
16. 	EMPLOYEE ASSISTANCE PROGRAMS Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.	Destroy in office after 3 years.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17. 	EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. See also APPLICATIONS FOR EMPLOYMENT , page 51, item 3, and APTITUDE AND SKILLS TESTING RECORDS , page 52, item 5.	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)
18. 	EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19. 	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. See also LEAVE RECORDS , page 58, item 24.	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 825.500(b)
20. 	GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. See also DISCIPLINARY ACTIONS , page 54, item 12, and PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Destroy in office after 2 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. See also ASBESTOS TRAINING , page 52, item 6, and BLOODBORNE PATHOGEN TRAINING , page 53, item 8.	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
22.	INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.	Destroy in office after 2 years.	
23.	LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.	Retain in office permanently.	
24. 	LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. See also EDUCATIONAL LEAVE AND REIMBURSEMENT , page 55, item 14, FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS , page 57, item 19, and MILITARY LEAVE , page 59, item 26.	a) Destroy in office denied requests after 6 months. b) Destroy in office approved requests 3 years after return of employee or termination of employment.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25. 	MEDICAL RECORDS Records concerning asbestos, toxic substances, and bloodborne 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.)	<p>a) Destroy in office exposure records 30 years after date of exposure.*</p> <p>b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years.</p> <p>c) Provide medical records to employees who have worked for less than 1 year at time of separation.</p> <p>d) Destroy in office after 1 year records concerning physical examinations or health certificates.</p> <p>e) Destroy in office remaining records 30 years after employee separation.</p> <p><i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for WORKERS' COMPENSATION PROGRAM CLAIMS, page 66, item 50.</i></p>	<p>Authority: 29 CFR 1910.1020(e)</p> <p>Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii)</p> <p>Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)</p>
26.	MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). See also LEAVE RECORDS , page 58, item 24.	<p>Destroy in office 3 years after leave ends or employee separates from agency.*</p>	<p>Authority: 5 CFR 1208</p>

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27. 	<p>PERFORMANCE REVIEWS Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p>	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
28.	<p>PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.</p>	Transfer records to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Subject to the public information provision delineated in relevant General Statutes.


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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29. 	<p>PERSONNEL RECORDS (OFFICIAL COPY)</p> <p>Official copy of personnel file maintained on each permanent and temporary agency employee. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.</p> <p>Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file.</p> <p>See also MEDICAL RECORDS, page 59, item 25.</p>	<p>a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal.</p> <p>b) Destroy in office information necessary to verify benefits 30 years after date of separation.</p> <p>c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.</p>	<p>Authority/ Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>
30. 	<p>PERSONNEL RECORDS (SUPERVISOR COPY)</p> <p>Personnel jacket that is often maintained by supervisors.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p> <p>b) Destroy in office remaining records when reference value ends.[†]</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>

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STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
32. 	POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 801.30
33.	POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. See also POSITION DESCRIPTIONS , page 62, item 34.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
34.	POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
36.	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)
37.	RETIREMENT RECORDS Includes plans and related records outlining the terms of employee pension and other deferred compensation plans.	a) Destroy in office records documenting deferred compensation 3 years after payment.* b) Destroy in office descriptive information about retirements plans 1 year after plan is terminated. c) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* d) Transfer Local Governmental Employees' Retirement System (LGERS) forms to Department of State Treasurer. e) Transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Retention: 29 CFR 1627.3(b)(2)
38. 	SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits.	Destroy in office 5 years after date of separation.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE




STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity.	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.	
40.	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. See also PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Destroy in office 2 years from date of record creation or the personnel action involved.	
41.	SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.	Destroy in office after 1 year.	
42.	TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. See also CONFERENCES AND WORKSHOPS , page 68, item 4, and EDUCATIONAL LEAVE AND REIMBURSEMENT , page 55, item 14. Other required trainings are handled in ASBESTOS TRAINING , page 52, item 6, BLOODBORNE PATHOGEN TRAINING , page 53, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS , page 58, item 21.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29, if such training and testing is required for the position held or could affect career advancement. b) Destroy in office remaining records after 1 year.	Retention: 29 CFR 1627.3(b)(1)(iv)

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43. 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
44.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 3 years.*	
45.	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
46.	VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee's prior or current employment with the agency.	Destroy in office after 1 year.	
47.	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	
48.	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	


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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 6: PERSONNEL RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	WORKERS' COMPENSATION PROGRAM ADMINISTRATION Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
50. 	WORKERS' COMPENSATION PROGRAM CLAIMS Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. <i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. § 97-92(a).</i>	Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.	Confidentiality: G.S. § 8-53 G.S. § 97-92(b)

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STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	
2.	AUDIO-VISUAL RECORDINGS Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings or security videos. See also AUDIO AND VIDEO RECORDINGS OF MEETINGS , page 2, item 7, and OFFICE SECURITY RECORDS , page 12, item 46.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	
3.	COMMUNITY AWARDS Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, 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 Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CONFERENCES AND WORKSHOPS Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations. See also TRAINING AND EDUCATIONAL RECORDS , page 64, item 42.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
5.	EDUCATIONAL MATERIALS Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.	Destroy in office when superseded or obsolete.	
6.	FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs. See also DONATIONS AND SOLICITATIONS , page 22, item 21.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	
9.	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
10.	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation.	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	
11.	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
12.	PUBLICITY RECORDS Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	SOCIAL MEDIA	See APPENDIX (page 79) for guidance in handling social media.	
14.	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	
15.	WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records. See also WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE , page 42, item 19.	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	

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STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.


STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) See also WORKERS' COMPENSATION PROGRAM CLAIMS , page 66, item 50.	a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS , page 66, item 50. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
2.	ASBESTOS MANAGEMENT PLAN	a) Destroy in office 1 year after building is demolished. b) If building is sold, transfer records to new owner.	Retention: 29 CFR 1910.1001(j)(3)(ii)
3.	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. § 166A-19.22

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STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
5.	DISASTER RECOVERY Administrative records documenting recovery efforts.	a) Retain in office permanently records documenting major agency disaster recovery efforts b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
6.	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
7.	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees.	Destroy in office when superseded or obsolete.	
8.	FIRE, HEALTH, AND SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	Destroy in office when superseded or obsolete.	

8

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STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74
10.	HAZARDOUS MATERIALS MANAGEMENT Records related to hazardous materials and hazard mitigation plans.	a) Destroy in office after 30 years records related to hazardous materials, including biowaste. b) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. c) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.	
11.	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
12.	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	

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2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes citizen reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
14.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
15.	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

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STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AUDIT/AUDIT RESOLUTIONS Records concerning reports from financial and compliance audits conducted on WIA programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
2.	LOCAL AREA JOB TRAINING PLAN RECORDS Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
3.	PARTICIPANT RECORDS Records concerning applicants, registrants, eligible applicants/registrants, participants, trainees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires.	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, 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 Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

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 the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

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

- A.** Contact a Records Management Analyst. An 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 (page 87) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

- A.** We recommend that you report on your records retention activities to your governing board 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. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/forms-government>).



Agency			
Division		Section	Branch
Location(s) of Records			

[illegible]

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by G.S. § 121-5 and G.S. § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **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 e-mail 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 e-mail simply because storage limits have been reached.** Some examples of e-mail 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 (available online at the [State Archives of North Carolina website](http://www.southcarolina.gov)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

- A.** We do not recommend printing e-mail for preservation purposes. Important metadata are lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

- A.** The best practice is to avoid using personal resources, including private e-mail 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 e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst 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 Natural and 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 need to take precautions with electronic 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 must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

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

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 1 year (see **LEAVE RECORDS**, page 58, item 24).

GEOSPATIAL RECORDS

Q. Why should geographic information system (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

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, which are 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, and 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 Natural and Cultural Resources provides microfilming services for minutes of major decision-making boards and commissions. We will also film records of adoptions for Social Services agencies. Once those records are filmed, we will store the silver negative (original) in our security vault. Contact the Records Management Analyst in charge of microfilm coordination 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 a Records Management Analyst.

Alternately, 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 a Records Management Analyst 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 are being filmed?

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

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 microfilm coordination for more information.

Q. I have some old minutes that are not 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 a Records Management Analyst 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) 814-6849 for the Head of the Collections Management Branch. 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 are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

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

- A.** We will do everything we can to visit you at the earliest opportunity in order 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 on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

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 a 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
- Scanning/digital imaging
- Disaster preparedness and recovery
- Confidentiality
- Organizing paper and digital files
- E-mail
- Digital communications

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

A. Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

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, electronic records, and scanning.



Request for Change in Local Government Records Schedule

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.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

☐ Add a new item

☐ Delete an existing item

Standard Number _____ Page _____ Item Number _____

☐ Change a retention period

Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date



Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

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To: NTB Board of Aldermen

Subject: BISAC Monthly Meeting Report

From: Larry Strother, Chair

Date: February 20, 2024

Manager's Update. Manager Derian, *ex officio*, updated the committee on the status of the shoreline projects.

* The contractor continues to work on the Phase 5 project Monday through Saturday to haul and place sand. We are on track to complete the project by the end of the current environmental window which ends on April 30th. We are awaiting information from the contractor for the start date to finish up the Phase 1 nourishment project with 20,000 cy. There may be additional work here depending on our coastal engineer. The Phase 4 project will start once the Phase 5 project is completed, could be April or not until November.

* The Town has submitted a memorandum of support of the temporary Coastal Resource Commission rules. Comments on this matter were being accepted by the Division of Coastal Management through February 22nd.

A few of the most pressing issues are:

- The proposed temporary rules are necessary under the Federal Coastal Zone Management Act. The loss of these rules could trigger a re-view of NC's Coastal Area Management Act program and we could potentially lose federal benefits, such as those utilized for beach nourishment projects.
- The rules are necessary to protect valuable state resources. This includes unique geologic formations and significant coastal archeological resources that protect heritage sites such as Permuda Island.
- The rules are necessary for the evaluation and issuance of CAMA permit applications. Loss of these rules could impact local governments ability to collect permit fees and process permit applications in a legally defensive manner.
- The rules create and explain necessary policies. Without these rules in place, the state may not be able to engage in consistency determinations, impacting their ability to govern beneficial use of dredged materials.
- In short, the entire CAMA permitting and implementation system may fail.
- Our beach nourishment plans could be negatively impacted by potential loss of federal benefits which we have relied on extensively in the past few years. The 10.5 million dollar grant we received from the Coastal Storm Damage Mitigation fund is a prime example. Our near future plans call for a new project that would nourish an additional 5 miles of shoreline, but this project is dependent on coordination between the USACE and NCDCM especially for both CAMA and federal permitting.

Mike Benson added that the Rules Review Commission negated these long-standing rules, thus the need by the CRC to re-establish the rules as 'temporary'. Chris Gibson added that rules are reviewed regularly, but they didn't get them done on time last year.

NTB BOA action following the BISAC 5-year report-

Chair Strother, Members Benson and Grant reported on the presentation to the BOA by Chris Gibson of TI Coastal, Engineers at their February meeting. We reported that it was well received and of the approval of the initial funding for engineering, permitting, etc. we then commented on the success of BISAC bringing the plan to the BOA and getting the permit funding in place.

5/30 Year Beach Plan-Next steps –

Chris Gibson reviewed the next steps and went into the details of the testing, permitting and time frames he is estimating for getting to the point of being able to get started.

The overall plan is to get Phases 1,2, and 3 as engineered beaches which along with Phases 4 and 5 will mean that all NTB shoreline will be an engineered beach and eligible for federal aid following storm damage. The borrow area for Phases 1, 2, and 3 will be DA143 at the southwest corner of Cedar Bush Cut and the ICW. There is enough sand in DA 143 to construct a 60 to 70 cubic yard/ft beach. He discussed the details of that process. We hope to put in a matching Shallow Draft Inlet grant in March or April , 2025 to aid in the development of the disposal area. This will facilitate a 2026 start to the project. We want to have plans and grants in place so that we can have have a 'One-Stop-Meeting' in June or July. We will need to explain to regulators, the Army Corps, and other state and federal agencies how we can harvest sand from this disposal site in a competent manner that protects the environment. We would also have our beach construction plan in place for the 'One-Stop-Meeting'.As part of the construction plan, we will be putting in a 'Temporary Retention Structure' to protect the inlet so there is no navigation impact. This component may need a section 408 review to determine impact on navigation, a review that takes 6 months to a year to complete. Hopefully by March of 25 we will have permits in hand so construction can start in 2026. We also hope to have special state grant support.

Town of North Topsail Beach **Beach, Inlet, and Sound Advisory Committee**

Chris then went into how our 5-yr plan dovetails into a 30-yr plan. At this point there are too many variables to start work on a 30-yr plan. If we tried to permit a 30-yr plan that effort would hold up work on Phases 1, 2, and 3. The 30-yr plan will also require a BOA approved financial plan.

The committee, by consent, agreed that in lieu of a public meeting Tuesday, March 19, 2024 that we will take a tour of the recent beach nourishment project in Topsail Beach to see what our beach might look like when completed. Chris Gibson offered to lead the tour.

Chris Gibson suggested that we hold a public meeting after the One-Stop Meeting to let the public know the details of the 5-yr Plan. Member Grant and Strother noted that the BOA would need to approve such a meeting.

No Public Comments

The next BISAC meeting is Tuesday, March 19 at 10:30 am

This will not be a public meeting as the committee agreed to tour the recent beach nourishment project in the Town of Topsail Beach.



Town of North Topsail Beach
Beach, Inlet, and Sound Advisory Committee