

Town Council Agenda Item Report

Agenda Item No. 2019-78-0

Submitted by: Erin Hudson

Submitting Department Administration

Meeting Date: April 9, 2019

SUBJECT

Semi-Annual Records Audit - Erin L. Hudson, Strategic Performance Manager

Recommendation:

Updates/History of Briefing:

Executive Summary and Background Information:

Attached is the Records Disposition Report for November 2018 - March 2019. This report is provided in accordance with the Municipal Records Retention and Disposition Schedule as adopted by Town Council at its November 10, 2015 meeting (approving destruction of certain paper records), as directed by the North Carolina Department of Cultural Resources, Division of Archives and Records. This report is provided to Town Council semi-annually in the interest of transparency and to provide an update on any/all disposed records in accordance with approved policy.

Please note that a number of departments have indicated a disposal date of April 6, which is the Town's Spring Green Day shred event.

The following departments submitted disposition information for the referenced time period:

Administration

Finance

Fire

Human Resources

Planning/Inspections

Police

Potential Options:

No action required

Staff Recommendation:

Accept Semi-Annual Records Audit Report provided in accordance with Municipal Records Retention and Disposition Schedule

ATTACHMENTS

- [Semi-Annual Records Disposition _ 2019 Spring Consolidated.pdf](#)