



**RESOLUTION OF THE TOWN OF NAGS HEAD
ACCEPTING RECORDS RETENTION AND DISPOSITION SCHEDULES
[PROGRAM RECORDS SCHEDULE AND GENERAL RECORDS SCHEDULE
FOR LOCAL GOVERNMENT AGENCIES]**

UPDATED OCTOBER 1, 2021

WHEREAS, "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency in North Carolina government or its subdivisions; AND

WHEREAS, Without a retention program, public records can accumulate, causing the need for additional storage space; AND

WHEREAS, The Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; AND

WHEREAS, The Town of Nags Head currently uses this system for records retention and disposal; AND

WHEREAS, The Municipal Records Retention and Disposition Schedule was updated on October 1, 2021; AND

WHEREAS, The Town of Nags Head recognizes that the new update requires a specific Agency Policy date for records to be discarded "when Administrative value ends/agency policy"; AND

WHEREAS, The Town of Nags Head regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule.

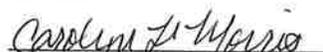
NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN OF NAGS HEAD BOARD OF COMMISSIONERS accepts the revised Municipal Records Retention and Disposition Schedules issued by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Records Service Branch, dated October 1, 2021.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT THE TOWN OF NAGS HEAD BOARD OF COMMISSIONERS deems the appropriate time to retain all records to be discarded "when Administrative value ends/agency policy" as a period of no less than three (3) years.

Adopted this 6th day of April 2022.


Benjamin Cannon, Mayor
Town of Nags Head

ATTEST:


Carolyn F. Morris, Town Clerk



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 previous versions of this schedule and any localized amendments; It is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED



Carolyn F. Morris, Town Clerk
Town of Nags Head



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Benjamin Cahoon, Mayor
Town of Nags Head



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

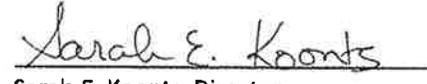
Municipality/County: Town of Nags Head / Dare County

Effective: October 1, 2021
BOC Adopted: April 6, 2022

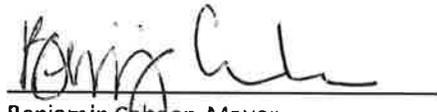


APPROVAL RECOMMENDED


Carolyn F. Morris, Town Clerk
Town of Nags Head


Sarah E. Koonts, Director
Division of Archives and Records

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