

2020 Consolidated Local Government Agency Records Retention and Disposition Schedule Approval Wake County, NC

The records retention and disposition schedules and retention periods governing the records series listed below 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. Wake County Government 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.***

Wake County 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.*” Wake County hereby agrees to 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.*” As such, Wake County is demonstrating compliance with the provisions of the relevant published retention schedules and is authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

Wake County 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. Wake County 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 the responsibility of the Department of Natural and Cultural Resources to notify local government agencies of changes to published retention and disposition schedules. At Wake County, the Enterprise Records Manager is the point of contact for such notifications, and they will acknowledge receipt of such notifications of schedules or schedule amendments. Notifications may be given by electronic means and is deemed given when receipt is confirmed by return email. Emails may be sent to IS.EnterpriseRecordsManagement@wakegov.com.

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 Signature Page supersedes all previous Wake County signed records retention schedules and is to remain in effect from the date of approval until it is reviewed and updated. The Wake County Enterprise Records Manager will review published retention schedules at least every three years and if needed, will present an updated consolidated signature page to the County Manager.

[General Records Schedule
for Local Government
Agencies](#)

The General Records Schedule for Local Government Agencies was issued on March 1, 2019.

<u>County Management</u>	The County Management Records Retention and Disposition Schedule was issued on April 15, 2013. Amendments were made to Standard 4 in 2013, Standard 11 in 2014, and Standard 6 in 2016.
<u>County Social Service Agencies</u>	The County Social Service Agency Records Retention and Disposition Schedule was issued on July 1, 2016.
<u>County Tax Administration</u>	The County Tax Administration Records Retention and Disposition Schedule was issued on April 17, 2013. Amendments were made to Standard 5 in 2013 and Standard 12 in 2014.
<u>County Veterans Services</u>	The County Veterans Services Records Retention and Disposition Schedule was issued on November 1, 2004. Amendment was made to Standard 4 in 2014.
<u>DMH/DD/SAS Local Management Entity (LME)</u>	The DMH/DD/SAS Local Management Entity Records Retention and Disposition Schedule was issued on October 26, 2011. Amendment was made to Standard 5 in 2014.
<u>Local Health Departments</u>	The Local Health Departments Records Retention and Disposition Schedule was issued on March 1, 2019.
<u>Public Libraries</u>	The Public Libraries Records Retention and Disposition Schedule was issued on October 12, 2009. Amendment was made to Standard 5 in 2014.
<u>Regional Councils</u>	The Regional Council Records Retention and Disposition Schedule was issued on April 15, 2008. Amendment was made to Standard 5 in 2014.

APPROVAL RECOMMENDED

David Ellis
Wake County Manager

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Denise Hogan, Clerk
Wake County Board of Commissioners

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