



## Agenda Item Summary Sheet

Item No: **E-4**  
Meeting Date: **July 3, 2019**

**Item Title:** Consideration of adoption of the 2019 Records Retention and Disposition Schedule – General Records Schedule For Local Government Agencies

**Item Summary:**

Attached please find an updated Records Retention and Disposition Schedule – General Records Schedule For Local Government Agencies. This document supersedes the previously-adopted "Municipal" Retention Schedule, as amended. The State Archives is recommending adoption of the schedule via the attached resolution.

The listing of some of the records, such as Planning, Police, and Fire records, are being reviewed/updated by the State and will be updated/provided at a later date – the 2012 schedule is still in effect for those records – this is noted in the attached resolution.

All Department Heads have been provided a copy for review and have verified their specific "when reference value ends" dates.

Number of Attachments: 2

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**Specific Action Requested:**

Request Board adoption of attached resolution approving the 2019 General Schedule for Local Government Agencies as presented.

Submitted By: Carolyn F. Morris, Town Clerk

Date: June 26, 2019

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**Finance Officer Comment:**

No unbudgeted fiscal impact.

Signature: Amy Miller

Date: June 26, 2019

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**Town Attorney Comment:**

N/A

Signature: John Leidy

Date: June 26, 2019

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**Town Manager Comment and/or Recommendation:**

I concur with staff's request.

Signature: Cliff Ogburn

Date: June 26, 2019