



**TOWN OF NAGS HEAD  
RESOLUTION ADOPTING THE  
MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE**

WHEREAS, according to N.C.G.S. § 132.3, it is prohibited for a municipality to destroy, sell, loan, or otherwise dispose of any public record, except in accordance with G.S. 121-5 and G.S. 130A-99, without the consent of the Department of Cultural Resources; AND

WHEREAS, the Town of Nags Head Board of Commissioners previously adopted the Municipal Records Retention and Disposition Schedule on July 3, 2013; AND

WHEREAS, the Department of Cultural Resources updated the schedule retention and disposition guidelines on August 29, 2013, January 5, 2015, and October 1, 2016.

BE IT RESOLVED the Town of Nags Head Board of Commissioners adopts the North Carolina Municipal Records Retention and Disposition Schedule, as updated by the North Carolina Department of Cultural Resources in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina, dated September 10, 2012, a copy of which is on file in the office of the Town Clerk.

BE IT FURTHER RESOLVED this schedule is to remain in effect from the date of approval until it is reviewed and updated.

Approved this 7<sup>th</sup> day of December 2016.

A handwritten signature in black ink that reads "Robert C. Edwards".

Robert C. Edwards, Mayor  
Town of Nags Head

ATTEST:

A handwritten signature in blue ink that reads "Carolyn F. Morris".  
Carolyn F. Morris, Town Clerk