

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: DECEMBER 16, 2013 AGENDA ITEM NUMBER: 16

**SUBJECT: RESOLUTION APPROVING AND ADOPTING FOR USE BY FORSYTH COUNTY AMENDMENTS TO THE RECORDS RETENTION AND DISPOSITION SCHEDULE FOR COUNTY MANAGEMENT ISSUED AUGUST 28, 2013 BY THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES, DIVISION OF ARCHIVES AND RECORDS, STATE ARCHIVES OF NORTH CAROLINA, GOVERNMENT RECORDS SECTION**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:** Recommend Approval

### SUMMARY OF INFORMATION:

See attached

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_

*J. Dudley Clatter, Jr.*  
COUNTY MANAGER

DATE: \_\_\_\_\_

December 12, 2013

**RESOLUTION APPROVING AND ADOPTING FOR USE BY FORSYTH COUNTY AMENDMENTS TO THE RECORDS RETENTION AND DISPOSITION SCHEDULE FOR COUNTY MANAGEMENT ISSUED AUGUST 28, 2013 BY THE NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES, DIVISION OF ARCHIVES AND RECORDS, STATE ARCHIVES OF NORTH CAROLINA, GOVERNMENT RECORDS SECTION**

**WHEREAS**, according to G.S. 121-5 and G.S. 132-3 public records may only be destroyed with the consent of the North Carolina Department of Cultural Resources; and

**WHEREAS**, the Department of Cultural Resources gives its consent to destroy records through the issuance of a Records Retention and Disposition Schedule; and

**WHEREAS**, without approving this Records Retention and Disposition Schedule, the County must obtain specific permission from the North Carolina Department of Cultural Resources prior to destroying any record; and

**WHEREAS**, the North Carolina Department of Cultural Resources approved and issued a Records Retention and Disposition Schedule for County Management on April 15, 2013, which supersedes all previous editions and amendments and was approved and adopted for use by Forsyth County on May 13, 2013; and

**WHEREAS**, on August 28, 2013, the North Carolina Department of Cultural Resources approved and issued the attached County Management Records Retention Schedule Amendment for approval and adoption for use by Forsyth County.

**NOW, THEREFORE, BE IT RESOLVED** that the Forsyth County Board of Commissioners hereby approves and adopts for use by Forsyth County the attached County Management Records Retention Schedule Amendment issued and approved by the North Carolina Department of Cultural Resources, Division of Archives and Records, State Archives of North Carolina, Government Records Section, on August 28, 2013, which schedule as amended shall remain in effect, in Forsyth County, until it is further amended, issued, approved and adopted.

**BE IT FURTHER RESOLVED** that the Forsyth County Manager and the Chairman of the Forsyth County Board of Commissioners are hereby authorized to execute the attached County Management Records Retention Schedule Amendment signature page on behalf of Forsyth County.

Adopted this 16<sup>th</sup> day of December 2013.

**County Management  
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

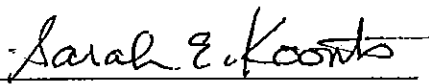
Amending Item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

**STANDARD 11. PERSONNEL RECORDS**

Amending Item 19 Employee Eligibility Records as shown on substitute page 76.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 28, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

\*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.