



Board of Commissioners
Meeting Agenda
April 7, 2025

4:00 pm Annual Report to the People (Cooperative Extension Office)

6:00 pm Convene Regular Meeting (County Auditorium)

Invocation and Pledge of Allegiance

Approve Agenda as Published

Item 1	Consent Agenda	1
a.	Approve the minutes of the March 3, 2025 meeting	2-8
b.	Authorize Sampson County Parks & Recreation to award the bid for the design and construction of the Clement Community Park Inclusive Playground to Barrs Recreation	9
c.	Approve revisions to the 2024-2025 Home and Community Care Block Grant funding plan	10-12
d.	Authorize the Library Director to withdraw all items that have been weeded from the collections of the Sampson-Clinton Public Library System due to disuse, damage, or out-of-date/inaccurate information and write off items that have been donated to the library but not placed in the collection as of March 26, 2025	13-37
e.	Amend the Sampson County Personnel Policy, Article III, Section 7, to eliminate salary compression	38
f.	Approve the General Records Retention Schedule for Local Government Agencies as issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records	39-168
g.	Approve the Program Records Retention Schedule for Local Government Agencies as issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records	169-279
h.	Adopt a Resolution to Authorize the Use of Electronic Advertisement for Contracts Subject to N.C.G.S. §143-129	280-281
i.	Adopt a Resolution Prescribing Procedures for Disposing of Personal Property Valued at Less Than \$30,000	282-284
j.	Adopt a Resolution Authorizing an Increase in the Micro-Purchasing Threshold	285-287
k.	Adopt the Procurement Policy and Written Procedures for Spending Federal Funds	288-353

l.	Approve the Fire Protection and Rescue Services Contract Amendment between Sampson County and Taylors Bridge Fire Department	354-358
m.	Approve the Fire Protection and Rescue Services Contract Amendment between Sampson County and Vann Crossroads Fire Department	359-363
n.	Approve the addition of Appendix B “Sampson County Sheriff’s Office & Detention Center Career Path and Professional Development Program” to the Sampson County Personnel Resolution	364-367
o.	Authorize surplus of a Sheriff’s Department weapon to obtain credit from the vendor for departmental supplies	368-369
p.	Adopt a resolution supporting the NC Division of Juvenile Justice and Delinquency Prevention Legislative Requests for Increased Recurring Funding for Various JCPC Programs	370-371
q.	Approve tax refunds and releases as submitted	372-416
r.	Approve budget amendments as submitted	417-424
Item 2	Updates and Presentations	
a.	Ivanhoe Water Project Status Update	425
b.	Sampson County Agricultural Statistics	426-435
Item 3	Action Items	
a.	Dewberry Engineers – Spring Funding Applications	436-441
b.	Planning & Zoning – Honeycutt Farms Preliminary Plan Approval	442-448
Item 4	Public Hearings	
–	Naming of Private Roads	449-451
Item 5	Board Appointments	452-454
–	Commissioner Liaisons	
–	Trillium South Central Regional Advisory Board	
–	Mid Carolina Aging Advisory Council	
–	Older Adults Advisory Board	
–	Fire Commissioner	
Item 6	Public Comment Period	
Item 7	County Manager’s Comments	

Item 8 Commissioner's Comments and Reports

Adjournment

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 1

Meeting Date:	April 7, 2025	<input type="checkbox"/> Information Only	<input type="checkbox"/> Public Comment
		<input type="checkbox"/> Report/Presentation	<input type="checkbox"/> Closed Session
		<input type="checkbox"/> Action Item	<input type="checkbox"/> Planning/Zoning
		<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Water District Issue

SUBJECT: Consent Agenda

DEPARTMENT: Administration/Multiple Departments

ITEM DESCRIPTIONS/ATTACHMENTS:

- a. Approve the minutes of the March 3, 2025 meeting
- b. Authorize Sampson County Parks & Recreation to award the bid for the design and construction of the Clement Community Park Inclusive Playground to Barrs Recreation
- c. Approve revisions to the 2024-2025 Home and Community Care Block Grant funding plan
- d. Authorize the Library Director to withdraw all items that have been weeded from the collections of the Sampson-Clinton Public Library System due to disuse, damage, or out-of-date/inaccurate information and write off items that have been donated to the library but not placed in the collection as of March 26, 2025
- e. Amend Sampson County Personnel Policy, Article III, Section 7, to eliminate salary compression
- f. Approve the General Records Retention Schedule for Local Government Agencies as issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records
- g. Approve the Program Records Retention Schedule for Local Government Agencies as issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records
- h. Adopt a Resolution to Authorize the Use of Electronic Advertisement for Contracts Subject to N.C.G.S. §143-129
- i. Adopt a Resolution Prescribing Procedures for Disposing of Personal Property Valued at Less Than \$30,000
- j. Adopt a Resolution Authorizing an Increase in the Micro-Purchasing Threshold
- k. Adopt the Procurement Policy and Written Procedures for Spending Federal Funds
- l. Approve the Fire Protection and Rescue Services Contract Amendment between Sampson County and Taylors Bridge Fire Department
- m. Approve the Fire Protection and Rescue Services Contract Amendment between Sampson County and Vann Crossroads Fire Department
- n. Approve the addition of Appendix B "Sampson County Sheriff's Office & Detention Center Career Path and Professional Development Program" to the Sampson County Personnel Resolution
- o. Authorize surplus of a Sheriff's Department weapon to obtain credit from the vendor for departmental supplies
- p. Adopt a resolution supporting the NC Division of Juvenile Justice and Delinquency Prevention Legislative Requests for Increased Recurring Funding for Various JCPC Programs
- q. Approve tax refunds and releases as submitted
- r. Approve budget amendments as submitted

RECOMMENDED ACTION OR MOTION:

Motion to approve Consent Agenda as presented

The Sampson County Board of Commissioners convened for their regular meeting at 6:00 p.m. on Monday, March 3, 2025, in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Allen McLamb, Vice Chairman Eric Pope and Commissioners Houston Crumpler III, and Lethia Lee. Members absent: Commissioner Thaddeus Godwin.

Chairman McLamb called the meeting to order and acknowledged Vice Chairman Pope who called upon Darrell Price and Andrea Goodman of the Sampson County Veterans Council. Mr. Price provided the invocation, and Ms. Goodman led the Pledge of Allegiance.

Approval of Agenda

Upon a motion by Commissioner Crumpler and seconded by Commissioner Lee, the Board voted unanimously to approve the agenda with the following amendments:

- Added Item I to the Consent Agenda: Ratify the Chairman's signature on an application for grant funding from the NC Division of Parks & Recreation.

Item 1: Updates and Presentation

Chairman McLamb called upon David Ross with Dewberry Engineers who provided updates on the Ivanhoe Water System Expansion Project, the Landfill Area Water Main Extensions, and Spring Funding Applications from NCDEQ.

Item 2: Action Items

Budget Workshop Recap and Adoption of Associated Resolutions Chairman McLamb called upon Interim County Manager Jeffrey Hudson who provided an overview of the budget workshop held on February 10, 2025 which established a set of goals for the Board as the county moves into the 2025-2026 fiscal year. Mr. Hudson presented the following resolutions for the Board's consideration: Resolution Adopting Goals, Resolution Establishing the Sampson Elected Officials Roundtable, Resolution Establishing the Transportation Advisory Committee, and Resolution Establishing Commissioner Liaisons. Upon a motion by Commissioner Crumpler and seconded by Commissioner Lee the Board voted unanimously to adopt the resolutions as presented. (Copies filed in Inc. Minute Book ____, Pages ____.)

Item 3: Board Appointments

Upon a motion by Vice Chairman Pope and seconded by Chairman McLamb, the Board voted unanimously to appoint Commissioner Houston Crumpler III to the Mid-Carolina Regional Council Board of Directors. Upon a motion by Vice Chairman Pope and seconded by Commissioner Crumpler the Board voted unanimously to appoint Finance Director Melissa Burton as a non-voting, ex-officio member of the Convention and Visitors Bureau. Upon a motion by Vice Chairman Pope and seconded by Commissioner Lee the Board voted unanimously to appoint Interim County Manager Jeffrey Hudson as a non-voting member of the Sampson County Economic Development Commission. Upon a motion by Vice Chairman Pope and seconded by Commissioner Lee the Board voted unanimously to appoint Chairman McLamb to the Clinton-Sampson Airport Advisory Board. Upon a motion by Vice Chairman Pope and seconded by Commissioner Lee the Board voted unanimously to appoint Commissioner Godwin to the Sampson County Aging Advisory Board. Upon a

motion by Commissioner Crumpler and seconded by Vice Chairman Pope the Board voted unanimously to have Chairman McLamb present liaison nominees at the April 7, 2025 meeting.

Item 3: Consent Agenda

Upon a motion by Commissioner Lee and seconded by Commissioner Crumpler, the Board voted unanimously to approve the Consent Agenda as follows:

- a. Approved the minutes of the February 3, 2025 meeting (Copy filed in Inc. Minute Book _____, Page _____)
- b. Adopted a Resolution Approving the Lease of County Property to Dennis Lee and Terry Raynor and authorized the County Manager to execute the Lease Agreement and any other necessary documents (Copy filed in Inc. Minute Book _____, Page _____.)
- c. Amended the bylaws of the Sampson County Economic Development Advisory Board to add an additional ex-officio member to the board, having the Executive Director of the Sampson County Convention & Visitors Bureau represent the travel and tourism industry within the county
- d. Authorized the execution of a contract between Sampson County and the Roseboro Rescue Dive Team, at no cost to the county, until September 30, 2025, and on a month to month basis thereafter, not to exceed the date of December 31, 2025
- e. Approved the Sampson County Public Works Bank Draft Incentive Program for a trial period of 90 days
- f. Adopt a Resolution Recognizing and Approving of the Sampson County Official America 250 NC Committee (Copy filed in Inc. Minute Book _____, Page _____.)
- g. Approved tax refunds and releases as submitted
- h. Approved budget amendments as submitted
- i. Ratified the Chairman's signature on an application for grant funding from the NC Division of Parks & Recreation

Item 4: County Manager's Report

Chairman McLamb called upon Interim County Manager Jeffrey Hudson who gave a brief update on the budget process. Mr. Hudson also commended Health Director Wanda Robinson and her staff for an excellent Health Department Accreditation visit. Mr. Hudson informed the Board that public information staff intends to begin work on the production of short videos spotlighting different departments. These videos will be used to better inform citizens of services and programs offered by departments and to share information in an effort to foster transparency and open communication. Finally, Mr. Hudson thanked the Board of Commissioners, the Sampson County Board of Education, and Parks and Recreation Director Dana Hall for their help in submitting an application for \$500,000

of state grant funds to build handicap accessible facilities at a county park. Mr. Hudson shared that the local county match will be funded by a grant previously awarded by Trillium Health Resources.

Item 6: Public Comment Period

Chairman McLamb opened the floor for public comments. The following were received:

Tiffany Kirby – “Hello Commissioners, how are you doing? Good evening. My name is Tiffany Kirby. I live in Quail Run. In 2020 I called the Sheriff’s Department, I called the Commissioner of my county, I called the Health Department to get Lee Massengill to clean up my neighborhood. In 2020 I know he got arrested three times because he refused to do it. When he finally did clean it he dug a big hole and put the trash in there. So now we’re at 2025 and I’ve got pictures, I should have had pictures of 2020 but I didn’t. In 2025 the trash done built back up and where the trash is built up there’s two houses on both sides, they got kids, kids is playing all up in that area and then where he lives at is much trash, and down where I live at...I live at 283 Quail Run and right beside my house they cleaned out the house they put all the trash in the yard so all the trash is blowing up in my yard. So, just the 27th I came through over there and I was talking to the lady and I told her that he must have gotten a letter or something because he’s taking the trash and moving it from one spot to the next and he’s taking trees to cover it up. Okay, so I told the lady if you go down there that’s all you’re going to do is see trees. Down there on Mallard Lane. But then that night when I got home guess what he did...he set it on fire and I called the fire department. This really don’t make no sense. The first part of the year we had a bad rain storm and I took out my money to fix the road. So we had a bad rain storm, the road washed out, and I took my money and got it fixed. So then it washed out again so we had some people in the neighborhood to fix it. He called the law on us and said we were stealing dirt. That’s God’s dirt. We’re trying to have a right of way to get from one end to the next because it’s so bad down there. You want to see the pictures, I got Reverend Thaddeus, he knows because I done called and this time around, I called Raleigh. Raleigh told me it’s a private road, there ain’t nothing they can do. So I started back over again from 2020. I don’t, man, I’m just telling you, the man is on drugs and that is the main problem. I mean if I could take my whole spot where I live at and put it somewhere in that same area I would do it but I can’t do it because I ain’t got the money but something needs to be done about it. I know you cannot condemn because there are people that stay out there but he needs to be accountable for that stuff because he’s just leaving it.”

Anthony Monds – “Good evening. How’s everybody doing? First of all, I know y’all are used to me getting up here saying, being harsh on you, but let me commend you, let me commend my commissioner and the Board as a whole. Thank you for getting Wrench Road straight. I would have submitted a bill for busted tires and out alignment and all that kind of stuff over the seventeen years, so I did help save some money for the county by not doing that. But they did pave it. They started Friday and finished Saturday and I think they were doing the lines on it so it’s a nice smooth ride now so I can do some burnouts on it. But, thank you. Thank you for that. So this is what I’d like to address this evening. I’ve heard what you said, Mr. Hudson, I’m still...I’m going to make an appointment to see you. I’ve spoken with Mr. Crumpler last week so I make it my business to make my rounds to the commissioners because not only in my district one, I speak to all of them. And so with that being said I understand what you were saying earlier about going with the department heads and so on and so forth but I really need to speak with you because as I shared with my commissioner a couple of months ago, my commissioner and I speak every month after the meetings and sometimes before the meetings and so on and so forth so he sees my face maybe a couple of times a month and we do bump heads but in it all and through it all we still love one another. We walk in love. But this is vital.

There's still, and I shared this with my commissioner, and him an agriculture guy and this is Sampson County agriculture is important. There's still some bad seeds that needs to be eradicated out of this county and some of them are department heads. And so I understand you all are new like I shared with Commissioner Crumpler last week, when I get up here don't take it personal. I'm passionate about what I believe in and I'm a very direct person and so there's still some cancer. Anyone who has had cancer knows that you don't want to just get some if it, you want to get it all out. So, with that being said, there is still some cancer in Sampson County Government that needs to be eradicated and its important going forward so that's why I would love to sit down and speak with you because there are several individuals in county government including department heads that needs to be dealt with and I know that's not popular but you're building trust back with your constituents. You're building trust back with the county and this is vitally important that in order to build trust, there's levels to trust. Just because I trust you with a dollar doesn't mean I'm going to trust you with my bank account number. So you understand what I'm saying? There's levels to trust. So this is level one that we're dealing with now. So going forward we need to speak on this. So I thank you all. Y'all have a blessed evening."

Jay Ingram, 2254 Old Mintz Highway, Roseboro, NC – "To the chairperson and all the other commissioners on the stand, thank you, thank you, thank you for the job that you do. I just want to clear up one thing. Now some of you see that I don't stand for the flag, but there is a reason. Health reason. Not because I disrespect the flag. I want to make that clear. I'm not going to say anything on the water tonight but in our community, I take pride in the Highsmith Side community. We have a lot of issues that are going on that we need to talk about. One is the speed limit. We have a young lady sitting back there that several years ago at 4:00 in the morning there was a tractor trailer sitting in her front yard. Thank God no one was hurt. Even if you can't change the speed limit, maybe we could lower the speed limit, or put some kind of signs up saying 'farm equipment' because we have a lot of farm equipment in that area and you know farm equipment only runs so fast. But then you get a lot of these people out here thinking they're at the race track and they drive like a you know what. There's many times when I pull out of my driveway and look to my right and see a car three miles down and before I can get a half a mile he's already on my butt. Something needs to be done about that. And the other thing is, I know who my commissioner is. I'll say this. Communication is very important. Very important. When I was working up in Pennsylvania I worked for one of the larges communication companies in the world. Verizon AT&T and I am very big on communication. We have to do that. We are strong in numbers. I can say something but it won't mean nothing if I don't get anybody to listen to me. There's power in numbers. So I'm here asking you to consider some of these things. Our commissioner, I would like to see, and really every community needs a president. Because the commissioner can't communicate with everybody. But see, it's like a chain of command, and we meet once a month from different churches, even my back yard and I like to let my people know what's going on. [Inaudible] I've been hearing some good news about the water. Alright, I'm done."

Antionette James, 2314 Old Mintz Highway, Roseboro, NC – "I am going to talk about the water tonight. First, I'd like to say congratulations to Ivanhoe. I'm happy for them. Roseboro wants to be just like them. Mainly I'm up here because I don't want anybody to forget Roseboro and that we also have a problem with high levels of PFAS in our water. I am one of several people who has a water filtration system. My mom next door has one. Several of my neighbors have them. We were told at the time that they were installed that they would last approximately two years. Not true. They last approximately nine months. My clean water went out at the same time that my mom's did and when the filter needs to be changed the water stops. Nothing comes out of that faucet. So you're only left with the faucet that has the PFAS running out of it. I called the representative at DEQ and I was told

that it's approximately \$200 to come out and change these, I think it's three filters or however many it is that needs to be changed. I think it's unfair. I think it's unreasonable because this is not something that we did to ourselves. I was told that they're running out of money. They're not going to be able to supply bottles of water anymore and they won't be able to pay for the filtration, the filters when they need to be changed. So, I'm just reiterating what I said at a previous meeting. I just don't want anybody to forget that Roseboro is on the map. We need the water too. Everybody deserves clean drinking water. Not just clean drinking water, but I want to wash in clean water as well. I don't think it's very healthy to take showers or baths in PFAS water even though people say it's okay. I don't think it is and that's me being a nurse. I'm speaking from a healthcare point of view. Again, congratulations to Ivanhoe and I hope that somebody will be able to help us soon. Thank you for listening."

Andrea Rouse, 229 Keith Road, Roseboro, NC – "I live in the Snow Hill community. I'm not going to talk about the dump too much today, but I did want to say this based on what our county commissioner said, relations and connections, one of the goals that you guys... Number one, create an environment where residents feel respected and engaged in county government decisions. I don't know about anybody else in here but today I have felt like I have never felt at one of these meetings. I felt like I was a part of Sampson County. I watched you guys engage with the audience here and the people that were talking. Never seen that before. The only time I ever got engagement was after the meeting. Normally when we stood up here we looked at frowning faces the whole time, the majority of the time. So, I appreciate that. Thank you so much. So, I'm not going to talk about the dump but I'm going to talk about Lakewood School Road. A lot of people do come to me and ask me questions, how can they get help? Lakewood School Road, when we had a grant, we had gotten some grant money if I'm not mistaken, and one of the things that were talked about during that time even by County Commissioner Causey was that they were looking at running some water on Lakewood School Road, Marion Amos Road, and Whitewoods Road. Some water. So what's happening now on Lakewood School Road if anybody lives here now, I don't know what's happened to their water table but they did have high testing of PFAS in their water as well. But, their wells are messing up. They keep going deeper and they're completely, there's no water in a lot of spots, they're constantly having problems and telling that they've got to go deeper, when they go deeper they're still not going, getting water. I don't know if some farm or something has come over there just using up a lot of water that could be taking water from their water table, but that's Lakewood School Road. Then like the lady was saying on Mintz Highway, the nurse, I can't remember your name baby, but what she was saying is that we found out, I found out from Lakewood School Road that that was true from DEQ. They were even not coming out testing anymore. They had run out, they say we're done, we're not sending out anymore filtration systems and when they were going out early, but that is something you guys want to look into. So, the whole PFAS situation and the landfill, it was all great, it was wonderful, it stopped us from talking for a while but guess what? It's over. It's over. Thank you so much. I appreciate what you guys are doing and we're looking forward to new things. Thank you guys for the transparency that you've shown lately because we've never seen that before. Thank you."

Larry Sutton, 4761 Bearskin Road, Clinton, NC – "I also would like to express my pleasure with the tone and tenor of tonight's meeting that I thought went quite well. I am speaking to you as a concerned citizen of Sampson County. I'm also speaking to you as the president of the Sampson County NAACP. My main focus tonight is on the approaching issues and my question that I asked myself if 'What should the county budget reflect?' And let me begin with a little history. This county was formed in 1784 and for 81 years this county embraced slavery and then in 1865 slavery was ended. And for the next 100 years, we as a county, embraced Jim Crow and Jim Crow pretty much ended in 1965. And for the last 60 years you can say we've had a pretty long stretch or a pretty short

stretch of freedom in this county if you are a black American and that's the history. Tonight, with the budget looming, what should it reflect? To me, it should reflect policies and practices to increase revenue. Also, a commitment to level the playing field. A third idea...a commitment to reduce the growing wealth gap among certain subgroups. And another idea is moving along a path to greater economic opportunity. Next, the values of diversity, equity, and inclusion. And lastly, more job training for the underserved and the underemployed. I hope this year's budget will move us towards those ideas and will continue going forward and it sounds like you guys are off to a pretty good start in 2025 even though you are still having to balance the budget but I hope not on the backs of children and the elderly. Thank you again for your time."

Delbridge Peterson – "Okay, it looks like y'all have inherited a problem, what I read on the internet from Crumpler. And so it looks to me like the problem has started a long time ago. Used to you could sell eggs, you could sell pork meat. All that you can't do unless it's government inspected. And now you can't build nothing unless it goes through the planning committee and that's a lot of money. \$0.25 a foot. Farm machinery worked on in fields \$160 an hour. And it looks like y'all inherited a problem like somebody buying a house or a farm and they didn't do a title search and come to find out they owed several thousand dollars and they got to pay it or lose it. And they claim in something I saw back here there's about \$4 million that hasn't been paid in back taxes. It was a bad crop year and a lot of people's lost a lot of money and they probably ain't able to pay. And so the county commissioners voted unanimously to advertise it and it'll probably be sold. And I come over here years ago about a problem and the only one that solved it, county commissioners claimed they couldn't do nothing and Jimmy Norton took care of it himself and he ought to be the highest paid person in the county or either the second one but he's not. And he should be able to get the equipment that he needs to protect his deputies and the people because he's on call 24 hours a day 7 days a week. This here guy that was over here where didn't fix the budget where supposed to be added in, he probably drew a paycheck. If I don't do my job I don't get paid."

Glenn Faison, 7161 Old Warsaw Road, Turkey, NC – "Good evening. First of all, I want to thank you, Mr. Hudson, the committee I was just asking this briefly, when you do your appointments for committees, whoever do that please make it diverse. Make it represent Sampson County. It's okay to get people on a committee that may not agree with you. Opinions, different opinions, its always fine to disagree and its not good for everybody to be a yes man or a yes woman. Now, with that said I'll move on. So I spoke recently, my sister has been coming here for over two years about the water. Elaine Hunt, that's my sister. So y'all know about the water situation and I think people's discontent is you know we know in government wheels move slowly but I think the discontent is we're not seeing the wheels move at all a lot of times. I thank God for Ivanhoe's situation but I don't think, me personally, I don't know what God has in store. I may have twenty years to wait for a grant to come through to fruition. So I went to, I've been thinking about stuff, I talked to Mr. Sutton, and I spoke to one of the gentlemen who was on my Mount Rushmore Men, Dr. Larry Bell, and we had a conversation. We talked about General Obligation Bond Referendums and I've never heard that come up since I've been coming to these meetings but I know it exists in the state of North Carolina. My thoughts are with all of these committees we're trying to create why don't we create a committee to do research to let the people speak for a bond referendum. They vote. For those of you who don't know what it is, look it up. I've got three minutes so I can't explain it tonight but bond referendum lets the people speak and it makes them obligated. I know the push back is that it's debt, but it's low interest debt and I don't know anyone in here that don't have some kind of debt that reoccurs every month. If its light bill, water bill, well we don't have water bill, but some kind of bill. But a bond referendum, ladies and gentlemen, would be something that I've done my research on. Dr. Bell was

Superintendent of Schools, County Commissioner, almost twenty years in the House of Representatives. If anybody knows the ins and outs of that stuff and that I trust and this county has trusted, it's him. We had a long conversation about that and I've never heard it mentioned, but that's something that I wish you would give your utmost attention to because the wheels are moving slow, the county can't fund it and grants come very slow. Clean water and clean air we all deserve. Thank you."

Adjournment

Upon a motion made by Commissioner Crumpler and seconded by Vice Chairman Pope, the Board voted unanimously to adjourn.

C. Allen McLamb, Chairman

Stephanie P. Shannon, Clerk to the Board

MEMORANDUM

TO: Jeff Hudson, Interim County Manager
 FROM: Dana Hall, Director Parks & Recreation
 DATE: March 19, 2025
 RE: Bid Award, RFP #001-25, Inclusive Playground, Clement Community Park

Sampson County solicited bids for qualified general contractors having sufficient experience in the design and construction of inclusive playground systems on February 14, 2025 (RFP #001-25). The announcement was posted on the County's website, the North Carolina Department of Administration, and the Historically Underutilized Business website on February 14, 2025.

Bid information was emailed to a total of five potential bidders, with a bid due date of March 7, 2025. Bids were received from eight vendors, Carolina Parks & Play, Bliss Products, Barrs Recreation, Playworld, Cunningham Recreation, VPS Recreation, and Churchich noted in the table below. Bids were evaluated using a standardized scoring system. Churchich was not evaluated due to not meeting bid requirements.

	Carolina Parks & Play	Bliss Products	Barrs Recreation	Playworld	Cunningham Recreation	Great Southern	VPS Recreation
Qualification 30%	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Design 30%	.9	1.5	1.5	.6	1.5	1.2	1.2
Project Description 20%	.4	1	1	1	.8	1	.8
Timeline 20%	.8	.8	.8	.8	.6	1	.8
Total Score:	3.6	4.8	4.8	3.9	4.4	4.7	4.3

Based on the evaluation above we respectfully request permission to select Barrs Recreation as the vendor for the Clement Community Park Inclusive Playground.

MEMORANDUM

TO: Board of Commissioners
From: Dana Hall, Parks, Recreation, & Aging Director
Date: March 19, 2025
Subject: 2024-2025 Home and Community Care Block Grant Revision

Please accept the proposed revisions to the 2024-2025 Home and Community Care Block Grant funding plan. The funding plan is attached for your review. Upon review, these items will require approval from the Board of Commissioners and signature from the Chairman.

Thank You,

Dana Hall

Attachments: 732 County Services Summary Revision #1

Home and Community Care Block Grant for Older Adults														
Sampson County Department of Aging			County Funding Plan											
405 County Complex Rd			DAAS-732 (Rev. 2/16)											
Clinton, NC 28328			County: Sampson											
			July 1, 2024 through June 30, 2025											
			REVISION # 1 , DATE: 3/19/2025											
Provider Services Summary														
Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check	One)	Block Grant Funding				Required	Net*	NSIP	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse. Rate	HCCBG Clients	Total Units
Adult Day Health	x			135980		////////////////	15109	151089		151089	1941	70.0241	11	2157
Cogregate Nutrition	x				82020	////////////////	9113	91133	12376	103509	10251	8.0011	50	11390
Home Delivered Meals	x			114568		////////////////	12730	127298	17712	145010	14319	8.001	78	15910
Housing & Home Improvement	x			136000		////////////////	15111	151111		151111	-	-	68	-
Information & Case Assistance	x		29042			////////////////	3227	32269		32269	-	-	1300	-
In-Home Aide Level II - Personal	x			41520		////////////////	4613	46133		46133	2076	20	2	2306
Senior Center Operation	x				46302	////////////////	5145	51447		51447	-	-	350	-
Transportation (General)		x	18540			////////////////	2060	20600		20600	927	20	11	1030
						////////////////	0	0		0				
						////////////////	0	0		0				
						////////////////	0	0		0				
						////////////////	0	0		0				
						////////////////	0	0		0				
						////////////////	0	0		0				
Total	////////	////////	47582	428068	128322	603972	67108	671080	30088	701168	29514	////////	1870	32793
Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.														
Authorized Signature, Title Community Service Provider										Date				
Signature, County Finance Officer										Date				
Signature, Chairman, Board of Commissioners										Date				

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

March 14, 2025

FROM: Dana Hall, Director of Recreation & Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the AGING Department
be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
02558660-544000	CONTRACT SERVICES		\$ 6,000.00
02558800-522100	FOOD PROVISIONS		\$ 35,000.00
02558710-512100	FT SALARY		\$ 5,000.00
02558670-524100	BUILDING MATERIALS	\$ 25,000.00	
02558670-544000	CONTRACT SERVICES	\$ 12,000.00	
	ADMIN	\$ 9,000.00	

Revenue Account	Revenue Account Description	Increase	Decrease
02035880-403601	STATE GRANT MID CAROLINA		\$ 35,000.00
02035871-403601	STATE GRANT MID CAROLINA		\$ 5,000.00
02035866-403601	STATE GRANT MID CAROLINA		\$ 6,000.00
02035867-403601	STATE GRANT MID CAROLINA	\$ 46,000.00	

2. Reason(s) for the above request is/are as follows:
To reallocate funds to home repair program.

Dana Hall

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)



SAMPSON COUNTY

NORTH CAROLINA

Agenda Request Form

Meeting Date:

Department(s):

Presenter(s):

Title:

Type:

Action

Consent

Board Appointment

Information Only

Other

Background: (maximum of 1500 characters)

Check box if additional page has been submitted:

Recommendation/Action Requested: (maximum of 500 characters)

Attachments:

Clerk to the Board:

Approved by the Board:

Yes:

13

No:

Deferred:

N/A:

Requested Date:

Department(s):

Presenter(s):

Title:

Background: (maximum of 2500 characters)

Title	Barcode
10 Easter egg hunters :	810191000914243
10 Easter egg hunters : a counting book	810191000914243
10 fascinating facts about dollar bills	810191001497801
10 fascinating facts about dollar bills /	810191001497801
10 little fish	810191000518976
1st colors, shapes, numbers	810191001766511
1st star	810191001625907
1st star Bear and mole story	810191001625907
3 cheers for Kid McGear!	810191001678547
50 fantastic things to do with babies	810191001191750
50 fantastic things to do with babies /	810191001191750
A B C shapes	810600000060448
A B C shapes Beyond squares and circles to cubes and squircles	810600000060448
A berry lucky St. Patrick's Day	810191001413378
A berry lucky St. Patrick's Day /	810191001413378
A children's book about whining	810191000924721
A children's book about whining /	810191000924721
A day with mail carriers	810191001114389
A day with mail carriers /	810191001114389
A day with paramedics	810191001114813
A day with paramedics	810191001114877
A day with paramedics /	810191001114813
A day with paramedics /	810191001114877
A very Fiona Christmas	810291000178540
A very Fiona Christmas /	810291000178540
A World in Danger Ocean Trouble Pacific Ocean Atlantic Ocean Indian Ocean Around the World C	810191001146022
ABC shapes	810600000060448
ABC shapes beyond squares and circles to cubes and squircles	810600000060448
ABCs of finger spelling	810491000004142
ABCs of finger spelling /	810491000004142
About amphibians :	810191000507100
About amphibians : a guide for children	810191000507100
About insects :	810191000950213

About insects : a guide for children	810191000950213
Acorn to oak tree	810191001317413
Acorn to oak tree /	810191001317413
Aesop's Fables	810191000331885
Aesop's Fables /	810191000331885
Against the sun	810191001034174
Against the sun /	810191001034174
All the colors of the rainbow	810191001692960
All the colors of the rainbow /	810191001692960
All the little fathers	810191001717995
Alligator alphabet	810191001863841
Allosaurus	810191001021448
Allosaurus /	810191001021448
America's untold story	810191001575160
Angelina and the Easter bonnet	810191001263567
Angelina and the Easter bonnet /	810191001263567
Angelina Ballerina (Television program)	810191001263567
Animal sounds	810191001794477
Animals in fall	810191001004725
Animals in fall /	810191001004725
Animals that run	810191001264870
Animals that run /	810191001264870
Ankylosaurus	810191000922907
Ankylosaurus /	810191000922907
Ankylosaurus fights back	810191000922907
Apples for little Fox	810191001661400
Apples for little Fox /	810191001661400
Are you big?	810191001923488
Are you big? /	810191001923488
Baby animals in ocean habitats	810191001280507
Baby animals in ocean habitats /	810191001280507
Baby Einstein	810191001872911
Baby Einstein let's look	810191001872911
Baby's first Christmas	810191001232983

Baby's first Christmas learning about colors	810191001232983
Ballerina	810191001810557
Barbie	810191001749964
Beach	810191001543076
Bear and mole story	810191001625907
Bear says "Thank you"	810191001900944
Bedtime songs	810191001777928
Bees :	810191001624751
Bees : a honeyed history	810191001624751
Berry lucky Saint Patrick's Day	810191001413378
Beyond squares and circles to cubes and squircles	810600000060448
Big book of trains	810191000945384
Big book of trains /	810191000945384
Big Nate and friends	810191001462382
Big Nate and friends /	810191001462382
Big Nate. Selections	810191001462382
Big woods	810600000062254
Big woods /	810600000062254
Biscuit and the little llamas	810191001793172
Biscuit and the little llamas /	810191001793172
Biscuit's Christmas storybook collection	810191001374294
Biscuit's Christmas storybook collection /	810191001374294
Boardwalk summer :	810600000052619
Boardwalk summer : a novel	810600000052619
BOZ Takes You to the Zoo	810191001864223
Bug babies	810191001252859
Bug babies /	810191001252859
Bulbs and roots	810191001034227
Bunnies!!!	810191001318527
Bunnies!!! /	810191001318527
Bunny will not be quiet!	810191001737033
Bunny will not be quiet! /	810191001737033
Busy beach	810191001543076
Busy day for Stegosaurus	810191000925117

Butterflies	810191001265513
Butterflies /	810191001265513
Caillou and friends :	810191001602434
Caillou and friends : a look and find book	810191001602434
Carolina breeze	810191001794550
Cat in the manger	810191001042283
Cat in the manger /	810191001042283
Centennial	810191001670324
Centennial /	810191001670324
Center of the Earth	810191001177764
Charlie and the Christmas kitty	810191001116330
Charlie and the Christmas kitty /	810191001116330
Cherokee Animal Tales	810191000440496
Cherokee Animal Tales /	810191000440496
Chipper makes merry	810191001850305
Chipper makes merry /	810191001850305
Christmas chaos :	810191001392084
Christmas chaos : hidden picture puzzles	810191001392084
Christmas in Wellsworth	810191000875623
Christmas in Wellsworth /	810191000875623
Chugga-chugga choo-choo	810191000718279
Chugga-chugga choo-choo /	810191000718279
Citizenship	810191001267796
Citizenship /	810191001267796
Classification of animals	810191000801044
Classification of animals /	810191000801044
Clifford and the dinosaurs	810191001101638
Clifford and the dinosaurs /	810191001101638
Clifford the big red dog (Television program)	810191001101638
Clifford's Halloween	810591000129676
Clifford's Halloween /	810591000129676
Clouds	810191001274211
Clouds.	810191001274211
Construction site	810191001708170

Construction site :	810191001890571
Construction site : road crew, coming through!	810191001890571
Construction workers help	810191001280180
Construction workers help /	810191001280180
Cool builds in Minecraft	810191001613902
Cool builds in Minecraft /	810191001613902
Counting dinos	810600000078404
Counting dinos /	810600000078404
Curious George (Television program)	810191001469772
Curious George farm to table	810191001469772
Curious George farm to table /	810191001469772
Curious George goes to the hospital	810191000861329
Curious George goes to the hospital /	810191000861329
Curious George's day at the farm	810191001545887
Curious George's fire truck	810191001863720
Dad, aren't you glad?	810291000156394
Dad, aren't you glad? /	810291000156394
Daisy, the tractor riding dachshund	810191001791724
Daisy, the tractor riding dachshund /	810191001791724
Dalmatian in a digger	810191001624483
Dalmatian in a digger /	810191001624483
Dance!	810191001915965
Dark fall	810191001848511
Day at the farm	810191001545887
Death of Mrs. Sheer -- In the warehouse -- By the river -- Queen of the night -- Revenge of the foo	810191001832030
Dentist	810191000987056
Dentist /	810191000987056
Dino-daddy	810191001734831
Dino-daddy /	810191001734831
Dinosaur dinners	810291000099316
Dinosaur dinners /	810291000099316
Dinosaur that pooped a planet!	810600000055316
Dinosaurs	810191000641213
Dinosaurs	810191001638161

Dinosaurs A to Z.	810191001686666
Dinosaurs A to Z.	810191001686695
Dinosaurs A-Z	810191001686666
Dinosaurs A-Z	810191001686695
Dinosong	810191001805110
Dinosong /	810191001805110
Discovering dinosaurs	810191001765287
Do you believe in magic	810191001627820
Do you believe in magic Friendship is magic	810191001627820
Doing business	810191001782335
Doing business /	810191001782335
Don't ever go in big woods	810600000062254
Dougal Dixon's dinosaurs	810191000641213
Dougal Dixon's dinosaurs /	810191000641213
Down the hill -- The corner -- Ice cream -- The surprise -- Christmas Eve	810200742219017
Earth :	810191001038973
Earth : the blue planet	810191001038973
Easter bunnies	810191001397578
Easter bunnies /	810191001397578
Easter crack-ups :	810191000928744
Easter crack-ups : knock-knock jokes funny-side up	810191000928744
Easter, here I come!	810191001757821
Easter, here I come! /	810191001757821
Empathy :	810191001448395
Empathy : I know how you feel!	810191001448395
Endangered animals of the sea	810191001146022
Endangered animals of the sea /	810191001146022
Esperanza renace	810191000624082
Esperanza renace /	810191000624082
Esperanza rising. Spanish	810191000624082
Extenuating circumstances	810191001832030
Extenuating circumstances stories of crime and suspense	810191001832030
Fall	810191000959830
Fall /	810191000959830

Fall Leaves	810191001357534
Fall Leaves.	810191001357534
Farm	810191001751710
Farm to table	810191001469772
Favorite scary stories of American children	810191000530119
Favorite scary stories of American children /	810191000530119
February Fun Giving Gifts Colorful Roses Words to Know	810191001392480
Fifty fantastic things to do with babies	810191001191750
Fill a bucket :	810191001298551
Fill a bucket : a guide to daily happiness for young children	810191001298551
Find spot!	810191001660113
Find spot! /	810191001660113
Fire safety	810191001138660
Fire safety	810191001280226
Fire safety /	810191001138660
Fire safety /	810191001280226
Fire truck to the rescue!	810191001989691
First colors, shapes, numbers	810191001766511
First look and find Baby Einstein Let's Look	810191001872911
First star :	810191001625907
First star : a Bear and Mole story	810191001625907
Five years from now	810191001930404
Five years from now /	810191001930404
Fly Guy presents :	810191001638161
Fly Guy presents : dinosaurs	810191001638161
Fly Guy's amazing tricks	810191001374781
Fly Guy's amazing tricks /	810191001374781
Flying colors :	810191000958452
Flying colors : butterflies in your backyard	810191000958452
Food Guide Pyramid Grains Vegetables Fruits Milk Meat and Beans Oils Exercise How Much Shoul	810191000959654
Friendship is magic	810191001627820
Frog and toad all year	810200742219017
Frog and toad all year /	810200742219017
From bud to blossom	810191000251731

From bud to blossom /	810191000251731
From seeds to swords	810191001807245
From seeds to swords /	810191001807245
Fruits	810191000951290
Fruits /	810191000951290
Further tales of Uncle Remus :	810104118994011
Further tales of Uncle Remus : the misadventures of Brer Rabbit, Brer Fox, Brer Wolf, the Doodan	810104118994011
Game master presents	810191001613902
Game Master presents cool builds in Minecraft	810191001613902
Game Master presents cool builds in Minecraft Game master presents	810191001613902
Giraffe problems	810191001737504
Goldilocks and the three bears	810191001149183
Goldilocks and the three bears /	810191001149183
Good manners	810191001144881
Good manners /	810191001144881
Groundhog Day	810191001138699
Groundhog Day /	810191001138699
Guitar	810191001873414
Happy Fourth of July!	810191001274613
Happy Valentine's Day	810191001392480
Happy Valentine's Day /	810191001392480
Hard eight	810291000122724
Hard eight /	810291000122724
Hatchlings :	810191001102264
Hatchlings : life-size baby dinosaurs	810191001102264
Healthy eating	810191000959654
Healthy eating /	810191000959654
Heaven's wager	810191000411715
Heaven's wager /	810191000411715
Hello, Elephant!	810191001739810
Here comes Grandma!	810191001633760
Here comes Grandma! /	810191001633760
Hidden dinosaurs	810191000571030
Hidden dinosaurs /	810191000571030

Hospital	810191000949906
Hospital /	810191000949906
How big were the dinosaurs	810191000419417
How big were the dinosaurs /	810191000419417
How Can I Help Someone Who Doesn't Have What He Needs? Can I Stop Older Kids from Teasing	810191001295772
How can I help? :	810191001295772
How can I help? : a book about caring	810191001295772
How do dinosaurs say goodbye?	810191001875648
How do dinosaurs say good-bye?	810191001875648
How do dinosaurs say goodbye? /	810191001875648
How do we know it is summer?	810191001165268
How do we know it is summer? /	810191001165268
How do you know it is spring?	810191001252651
How do you know it is summer?	810191001280101
How do you know it's spring?	810191001252651
How do you know it's spring? /	810191001252651
How do you know it's summer?	810191001280101
How do you know it's summer? /	810191001280101
How to speak Dragonese	810191000845232
How to speak Dragonese /	810191000845232
Huggle, wuggle, bedtime snuggle	810191001657894
Hurricanes :	810191000872645
Hurricanes : earth's power	810191000872645
Hurricanes!	810191001074223
Hurricanes! /	810191001074223
I am a backhoe	810191000824662
I am a backhoe /	810191000824662
I am a truck driver	810191000865016
I am a truck driver	810191000865070
I am a witch's cat	810191001300040
I am a witch's cat /	810191001300040
I am fast!	810191001010946
I am ready to read with Skye	810191001989406
I love my mommy	810191001450098

I love trucks!	810191001073635
I love trucks! /	810191001073635
I love you with all my heart	810191001711205
I love you with all my heart /	810191001711205
I see a cat	810191001684355
I see a cat /	810191001684355
I want a pet	810191001152595
I want a pet /	810191001152595
I want to be ... a ballerina	810191001810557
If I Had a Snake	810191001205026
If I Had a Snake Level 4 We Read Phonics	810191001205026
If I were a veterinarian	810191000982790
If I were a veterinarian /	810191000982790
If you were a kid discovering dinosaurs	810191001765287
If you were a kid discovering dinosaurs /	810191001765287
I'm a truck driver	810191000865016
I'm a truck driver	810191000865070
I'm a truck driver /	810191000865016
I'm a truck driver /	810191000865070
I'm fast!	810191001010946
I'm fast! /	810191001010946
I'm ready to read with Skye	810191001989406
I'm ready to read with Skye /	810191001989406
Incredible insects	810191001448387
Incredible insects /	810191001448387
Insects	810191000749224
Insects /	810191000749224
Inside the earth	810191000030975
Inside the earth Magic school bus inside the earth	810191000030975
Ip Man	810191001468948
Ip Man 2	810191001468948
Ip Man 2 legend of the grandmaster	810191001468948
Is our weather getting worse?	810191000989867
Is our weather getting worse? /	810191000989867

Isaac Newton and physics for kids :	810191000796382
Isaac Newton and physics for kids : his life and ideas with 21 activities	810191000796382
It is addition!	810191001059105
It is subtraction!	810191001059056
It was the night before Christmas	810191001663481
It's addition!	810191001059105
It's addition! /	810191001059105
It's not about you, Mr. Easter Bunny :	810191001519353
It's not about you, Mr. Easter Bunny : love letter about the true meaning of Easter	810191001519353
It's not all rainbows	810191001688041
It's subtraction!	810191001059056
It's subtraction! /	810191001059056
Jingle paws	810191001372623
Jingle paws /	810191001372623
Jonah and the whale	810191001571332
Jonny Lambert's construction site	810191001708170
Jonny Lambert's construction site.	810191001708170
Judges and courts :	810191001140701
Judges and courts : a look at the judicial branch	810191001140701
Junie B. Jones and the stupid smelly bus	810191001703349
Junie B. Jones and the stupid smelly bus /	810191001703349
Kevin the unicorn :	810191001688041
Kevin the unicorn : it's not all rainbows	810191001688041
Kinds of flowers	810191001280242
Kinds of flowers /	810191001280242
Ladybugs	810191001183377
Ladybugs /	810191001183377
Lake in the clouds	810191001051271
Lake in the clouds /	810191001051271
Legend of the grandmaster	810191001468948
Legend of the grandmaster Ip Man Ip Man	810191001468948
Let it glow "	810191001548900
Let it glow " a winter's walk	810191001548900
Let's Look	810191001872911

Let's Look First look and find Baby Einstein Let's Look	810191001872911
Let's meet a teacher	810191001164145
Let's meet a teacher /	810191001164145
Let's visit the post office	810191000334483
Let's visit the post office /	810191000334483
Lightning	810191000951352
Lightning /	810191000951352
Little Bunny Foo Foo :	810191001641622
Little Bunny Foo Foo : the real story	810191001641622
Little Snowman Stan	810191001134233
Little Snowman Stan /	810191001134233
Little White fish and his daddy	810191001608445
Living right on wrong street	810191000712135
Living right on wrong street /	810191000712135
Living things Plant parts Roots Stem Leaves Flowers A plant's life cycle Sprout to seedling Making	810191001034409
Look at a maple tree	810191001280408
Look at a maple tree /	810191001280408
Look at a pine tree	810191001280165
Look at a pine tree /	810191001280165
Look at an oak tree	810191001280462
Look at an oak tree /	810191001280462
Look, there's a helicopter!	810191001669682
Lost dog	810191001361353
Lost dog /	810191001361353
Magic school bus (Television program)	810191001283382
Magic school bus (Television program)	810191001285590
Magic school bus inside the earth	810191000030975
Magical apple / Extreme bingo / Nightmare night / Pie in the sky / Copycats	810191001627820
Mantises	810191000960986
Mantises /	810191000960986
Maple tree	810191001280408
Martin Luther King, Jr. day	810191000901456
Martin Luther King, Jr. day /	810191000901456
Me and my dragon :	810191001229625

Me and my dragon : scared of Halloween	810191001229625
Meat and beans	810191000959905
Meat and beans /	810191000959905
Meet a Mail Carrier From Pencil to Post Office Delivering the Mail Many Kinds of Mail	810191001114389
Meet a Paramedic Here to Help! At the Scene In the Ambulance Always Ready	810191001114813
Meet a Paramedic Here to Help! At the Scene In the Ambulance Always Ready	810191001114877
Merry Christmas from the very hungry caterpillar	810191001547101
Merry Christmas from the very hungry caterpillar /	810191001547101
Merry Christmas Mr. Mouse	810191001383076
Merry Christmas Mr. Mouse /	810191001383076
Minnie Mouse :	810191001901003
Minnie Mouse : Feeling Fabulous	810191001901003
Miracle for Miriam. Novels. Place of his own	810191000938002
Misadventures of Brer Rabbit, Brer Fox, Brer Wolf, the Doodang, and other creatures	810104118994011
Moo, baa, la la la!	810191001733726
Mother Goose	810191001726614
Mr. Mercedes	810191001293176
Mr. Mercedes.	810191001293176
My community	810191000910069
My community /	810191000910069
My first 100 Batman words	810191001556835
My first music book	810191001873414
My first music book guitar	810191001873414
My first one hundred Batman words	810191001556835
My little pony :	810191001627820
My little pony : Friendship is magic Vol. 16	810191001627820
My little pony: friendship is magic (IDW Publishing)	810191001627820
My magical unicorn	810191001641573
My N.C. from A to Z	810191001710993
My NC from a to z	810191001710993
My tourist guide to the center of the Earth	810191001177764
My tourist guide to the center of the Earth /	810191001177764
Nancy Bess had a dress	810191001948121
Nancy Bess had a dress /	810191001948121

Nanno Gyðretsu. English	810191001230362
Night before Christmas	810191001663481
Nobody's duck	810191001684200
Nobody's duck /	810191001684200
Noisy touch and lift farm	810491000158486
Noisy touch and lift farm.	810491000158486
Noodlehead stories :	810191000919699
Noodlehead stories : world tales kids can read & tell	810191000919699
North Carolina Christmas trivia :	810191000133038
North Carolina Christmas trivia : stories, recipes, trivia, legends, lore & more	810191000133038
Not now, cow	810191001760998
Not now, cow /	810191001760998
Nothing can frighten a bear	810191001683893
Nothing can frighten a bear /	810191001683893
Novels. Selections	810191000938002
Oak tree	810191001280462
Ocean animals	810191001491457
Ocean animals /	810191001491457
Old Raw Head Skunnee Wundee and the Stone Giant Golem Ghost of Vengeance Hobbyahs Rap...	810191000530119
One is a lot (except when it's not)	810191001662955
One is a lot (except when it's not) /	810191001662955
One-minute favorite fairy tales	810102728043011
One-minute favorite fairy tales /	810102728043011
Oswald	810291000112979
Oswald /	810291000112979
Outside and inside dinosaurs	810191000924868
Outside and inside dinosaurs /	810191000924868
Patches' Easter adventure	810191000924416
Patches' Easter adventure /	810191000924416
PAW Patrol	810191001989406
PAW Patrol (Television program)	810191001989406
PAW Patrol I am ready to read with Skye	810191001989406
Peppa Pig (Television program)	810191001528479
Peppa Pig and the Easter rainbow	810191001528479

Peppa Pig and the Easter rainbow.	810191001528479
Peppa's mermaid adventure	810191001722430
Peppa's mermaid adventure /	810191001722430
Pete the Cat and the bad banana	810191001346339
Pete the Cat and the bad banana /	810191001346339
Pete the cat and the perfect pizza party	810191001656479
Pete the cat and the perfect pizza party /	810191001656479
Pete the cat checks out the library	810191001625915
Pete the cat checks out the library /	810191001625915
Picnic with Mommy :	810191001708659
Picnic with Mommy : fun lift-the-flaps and child-friendly recipe!	810191001708659
Pigs in love	810191001144171
Pigs in love /	810191001144171
Pine tree	810191001280165
Pip & Pup	810591000129155
Pip & Pup /	810591000129155
Pip and Pup	810591000129155
Planet earth	810191000833564
Planet Earth	810191001285590
Planet earth /	810191000833564
Plant & grow	810191001754397
Plant and grow	810191001754397
Plant parts Bulbs Storing food Is it warm yet? From bulb to flower New plants from roots Root pa	810191001034227
Plants	810191000918965
Plants /	810191000918965
Plants are alive!	810191001034409
Plants are alive! /	810191001034409
Playful piggyback tunes that teach the top 100 sight words	810191001719135
Polar bear's underwear	810191001668770
Polar bear's underwear /	810191001668770
Popcorn :	810191000006540
Popcorn : a Frank Asch bear story	810191000006540
Pop-up peekaboo! Unicorn	810491000163712
Pop-up peekaboo! Unicorn	810491000163770

Pop-up peekaboo! Unicorn /	810491000163712
Pop-up peekaboo! Unicorn /	810491000163770
Possum come a-knockin'	810291000023480
Possum come a-knockin' /	810291000023480
Pounds, feet, and, inches	810191000933037
Pounds, feet, and, inches /	810191000933037
Pre-calculus for dummies	810191000666677
Pre-calculus for dummies /	810191000666677
Pszczoty. English	810191001624751
Pteranodon	810191001020501
Pteranodon /	810191001020501
Puppy's first Christmas	810191001118828
Puppy's first Christmas /	810191001118828
Railway series	810191000875623
Rain	810191001412833
Rain	810191000959844
Rain	810191001418830
Rain /	810191000959844
Rain /	810191001418830
Rain.	810191001412833
Reticulated python	810191001340921
Reticulated python /	810191001340921
Return of the Underwear Dragon	810191001871070
Return of the Underwear Dragon /	810191001871070
Reuben's first Christmas crow	810191001106163
Reuben's first Christmas crow /	810191001106163
Road crew, coming through!	810191001890571
Rocks and minerals	810191001638305
Rocks and minerals /	810191001638305
Rotten teeth	810291000078754
Rotten teeth /	810291000078754
Saint Patrick's Day	810191001145872
Sam's Christmas wish	810191001310247
Sam's Christmas wish /	810191001310247

Santa cancels Christmas	810191001743796
Santa cancels Christmas /	810191001743796
Santa's Little Helpers	810191001800694
Sarasota dreams :	810191001259883
Sarasota dreams : three Mennonite couples find love in Florida	810191001259883
Scared of Halloween	810191001229625
Secret sisterhood	810191000608180
Secret sisterhood /	810191000608180
Secrets of the dead (Television program)	810191001575160
Secrets of the dead (Television program) Secrets of the dead (Television program)	810191001575160
Secrets of the dead America's untold story	810191001575160
Seed to plant	810191001317827
Seed to plant /	810191001317827
Shades of the past. Trusting her heart. Unlikely match	810191001259883
Shape up, construction trucks!	810191001779499
Shapes in the kitchen	810191000925331
Shapes in the kitchen /	810191000925331
Shirokuma no pantsu. English	810191001668770
Short stories. Selections	810191001832030
Sight word song book	810191001719135
Sight word song book /	810191001719135
Snow	810191001413116
Snow /	810191001413116
Snow boy 1, 2, 3	810191001118844
Snow boy 1, 2, 3 Snowboy one, two, three	810191001118844
Snowboy 1, 2, 3	810191001118844
Snowboy 1, 2, 3 /	810191001118844
Snowboy one, two, three	810191001118844
Spot's tractor	810191001709383
Spunky little monkey	810191001507501
Spunky little monkey /	810191001507501
St. Patrick's Day	810191001145872
St. Patrick's Day /	810191001145872
Stanneke sneeuwmanneke. English	810191001134233

Stars	810191000829736
Stars /	810191000829736
Staying safe online	810191001274366
Staying safe online /	810191001274366
Stegosaurus	810191000925117
Stegosaurus /	810191000925117
Storm	810191001633265
Storm /	810191001633265
Stranger safety	810191001138483
Stranger safety /	810191001138483
Summer	810191000951344
Summer /	810191000951344
Sun up, sun down	810191001546814
Sun up, sun down /	810191001546814
Sun, moon and stars	810191001273152
Sun, moon and stars /	810191001273152
Tarantula	810191000983412
Tarantula /	810191000983412
Teachers help	810191001280173
Teachers help /	810191001280173
Tempt me, taste me, touch me	810191000953677
Tempt me, taste me, touch me /	810191000953677
Ten Easter egg hunters	810191000914243
Ten fascinating facts about dollar bills	810191001497801
Ten little fish	810191000518976
Ten little fish /	810191000518976
Thanksgiving	810191000329244
Thanksgiving	810191000371810
Thanksgiving	810191001145814
Thanksgiving	810191001368395
Thanksgiving /	810191000329244
Thanksgiving /	810191000371810
Thanksgiving /	810191001145814
Thanksgiving /	810191001368395

The 3 little kittens and 1 little mouse!	810191001726614
The ABC Bible storybook	810191000562324
The ABC Bible storybook /	810191000562324
The ants go marching	810191001761446
The ants go marching count-and-sing	810191001761446
THE AUTOBIOGRAPHY OF MALCOM X.	810403299151015
The Boy Who Cried Wolf	810191001166505
The Boy Who Cried Wolf.	810191001166505
The bull rider's homecoming	810191001831773
The cartoon guide to statistics	810191000058819
The cartoon guide to statistics /	810191000058819
The civil rights movement for kids :	810191000415432
The civil rights movement for kids : a history with 21 activities	810191000415432
The Company we keep	810191000751012
The Company we keep /	810191000751012
The concise illustrated book of wild flowers	810191000021803
The concise illustrated book of wild flowers /	810191000021803
The Crankypants tea party	810191001739400
The Crankypants tea party /	810191001739400
The day the goose got loose	810204145559018
The day the goose got loose /	810204145559018
The dinky donkey	810191001842564
The dinosaur that pooped a planet!	810600000055316
The dinosaur that pooped a planet! /	810600000055316
The Gingerbread Man: A Traditional Story with Simple Text and Large Type. for Ages 5 and Up	810191001168275
The Gingerbread Man: A Traditional Story with Simple Text and Large Type. for Ages 5 and Up.	810191001168275
The Goodnight Train rolls on!	810191001662462
The green mile	810291000141914
The green mile /	810291000141914
The industrial revolution for kids :	810191001344495
The industrial revolution for kids : the people and technology that changed the world : with 21 ac	810191001344495
The Juniper Tree and other tales from Grimm	810191000382193
The Juniper Tree and other tales from Grimm.	810191000382193
The legend of the Easter egg	810491000082383

The legend of the Easter egg	810591000065164
The legend of the Easter egg /	810491000082383
The legend of the Easter egg /	810591000065164
The legend of the Easter robin	810191001522008
The legend of the Easter robin	810191001521881
The legend of the Easter robin an Easter story of compassion and faith	810191001522008
The legend of the Easter robin an Easter story of compassion and faith	810191001521881
The little engine that could	810191001714627
The little engine that could /	810191001714627
The littlest airplane	810191001811547
The littlest airplane /	810191001811547
The long, long line	810191001230362
The long, long line /	810191001230362
The loyal one	810191001764531
The magic school bus :	810191000030975
The magic school bus : inside the Earth	810191000030975
The Magic School Bus presents planet Earth	810191001285590
The Magic School Bus presents planet Earth /	810191001285590
The Magic School Bus presents wild weather	810191001283382
The Magic School Bus presents wild weather /	810191001283382
The man who carried the cross for Jesus	810191001794985
The man who carried the cross for Jesus /	810191001794985
The Nativity	810191001744893
The Nativity a charming retelling of a Christmas story	810191001744893
The perfect hug	810191001399390
The perfect hug /	810191001399390
The President, Vice President, and Cabinet: A Look at the Executive Branch	810191001140529
The President, Vice President, and Cabinet: A Look at the Executive Branch.	810191001140529
The rain train	810191000929391
The rain train /	810191000929391
The rockabilly goats Gruff	810191001253116
The rockabilly goats Gruff /	810191001253116
The snowiest Christmas ever!	810191001656635
The Sparkle Box :	810191001128439

The Sparkle Box : a gift with the power to change Christmas	810191001128439
The story of Martin Luther King Jr	810391000130642
The story of Martin Luther King Jr. /	810391000130642
The summer house	810191001659281
The sweetest witch around	810191001298824
The sweetest witch around /	810191001298824
The three little kittens (and one little mouse!)	810191001726614
The three little kittens (and one little mouse!) /	810191001726614
The winter lodge	810191000631206
Things we did not say	810191001762945
Things we didn't say	810191001762945
This tender land :	810191001663085
This tender land : a novel	810191001663085
Thomas the tank engine and friends	810191000875623
Three cheers for Kid McGear!	810191001678547
Three cheers for Kid McGear! /	810191001678547
Three grumpy trucks	810191001852054
Three grumpy trucks /	810191001852054
Time for kids	810191001146022
Time to tell time	810191000593931
Time to tell time /	810191000593931
Tiny Little Fly	810191000885747
Tiny Little Fly /	810191000885747
Touch & feel 123	810191001562485
Touch & feel 123 Touch and feel one, two, three	810191001562485
Touch and Feel 123	810191001562485
Touch and Feel 123.	810191001562485
Touch and feel one, two, three	810191001562485
Touch and lift farm	810491000158486
Tractor Mac school day	810600000049322
Tractor Mac school day /	810600000049322
Tractor saves the day	810191001523006
Tractor saves the day /	810191001523006
Tractors	810191001755461

Tractors /	810191001755461
Transportation :	810191001524965
Transportation : how people get around	810191001524965
Tre bukkene Bruse	810191001253116
Tree	810291000172703
Tree /	810291000172703
Trees :	810191000932572
Trees : earth's lungs	810191000932572
'Twas the night before Christmas	810191001663481
'Twas the night before Christmas /	810191001663481
Unicorn	810491000163712
Unicorn	810491000163770
Valentine's Day	810191001251714
Valentine's Day /	810191001251714
Wash your hands	810191001810303
Wash your hands /	810191001810303
We celebrate Independence Day in summer	810191001418555
We celebrate Independence Day in summer /	810191001418555
What are bulbs and roots?	810191001034227
What are bulbs and roots? /	810191001034227
What bae won't do :	810191001890182
What bae won't do : the finale	810191001890182
What Happens in Fall?	810191001337940
What happens in spring?	810191001265190
What happens in spring? /	810191001265190
What happens in summer?	810191001292938
What happens in summer? /	810191001292938
What is electricity?	810191000950205
What is electricity? /	810191000950205
What is Empathy? You Get Me! Showing You Care Empathy Works Both Ways Empathy Superstar	810191001448395
What lives in the ocean?	810191000860002
What lives in the ocean? /	810191000860002
What the heart sees :	810191000938002
What the heart sees : a collection of Amish romances	810191000938002

When a dragon moves in	810191000982034
When a dragon moves in /	810191000982034
When dinosaurs came with everything	810191000637630
When dinosaurs came with everything /	810191000637630
When we were friends :	810191000927375
When we were friends : a novel	810191000927375
Where did dinosaurs come from?	810191000925109
Where did dinosaurs come from? /	810191000925109
Where does the garbage go?	810191001140010
Where does the garbage go? /	810191001140010
Whining	810191000924721
Who are Strangers? Stick with People you Know Lies and Tricks Stay Safe at Home If you Need He	810191001138483
Who will see their shadows this year?	810191001243240
Who will see their shadows this year? /	810191001243240
Why are you picking on me? :	810191000928090
Why are you picking on me? : dealing with bullies	810191000928090
Wild weather	810191001283382
Wind	810191000959723
Wind /	810191000959723
Winter wonderland	810191000879228
Winter wonderland /	810191000879228
Yip Man (Motion picture)	810191001468948
Yip Man 2 (Motion picture)	810191001468948
Yip Man 2 (Motion picture) Yip Man (Motion picture)	810191001468948
You can be a doctor	810191001749964
You can be a doctor /	810191001749964
Zoomer's out-of-this-world Christmas	810191001222670
Zoomer's out-of-this-world Christmas /	810191001222670

MEMORANDUM

TO: Sampson County Board of Commissioners
FROM: Nancy Dillman, Director of Human Resources
DATE: March 10, 2025
SUBJECT: Amendment to Personnel Resolution

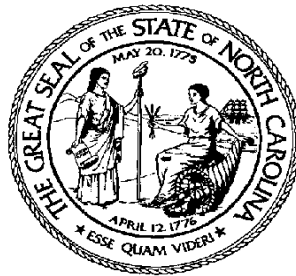
The following amendment to the current Sampson County Personnel Resolution is requested to address salary disparities of subordinates earning greater salaries than supervisors. Due to the timing of promotions and salary adjustments for time-in-grade within certain departments, these disparities have been created over time.

Article III, Section 7 will be amended as follows: When an employee is promoted to a position with a higher pay grade, the employee's salary shall normally be advanced to the minimum rate of the new position, or to a salary which provides an increase of at least 5% over the employee's salary before the promotion, **or to 1% above the highest paid employee in the current position classification.**

With Board approval, this amendment becomes effective April 1, 2025, along with resulting salary adjustments for affected employees.

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

Approval	iv
Front Matter	
Executive Summary	v
Legend for Records Schedule	vii
Records Retention and Disposition Schedule	
Standard 1: Administration and Management Records	1
Standard 2: Budget, Fiscal, and Payroll Records	23
Standard 3: Geographic Information System Records	36
Standard 4: Human Resources Records	43
Standard 5: Information Technology Records	61
Standard 6: Legal Records	67
Standard 7: Public Relations Records	75
Standard 8: Risk Management Records	80
Standard 9: Workforce Development Records	86
Appendix	
Managing Public Records in North Carolina	A-1
Audits, Litigation, and Other Official Action	A-5
Transitory Records	A-6
Destruction of Public Records	A-8
Sample Destructions Log	A-10
Electronic Records: E-mail, Born Digital Records, and Digital Imaging	A-11
Geospatial Records	A-13
Security Preservation Copies of Records	A-15
Disaster Assistance	A-17
Staff Training	A-18
Request Forms	
Request for Change in Records Schedule	A-19
Request for Disposal of Unscheduled Records	A-20
Request for Disposal of Original Records Duplicated by Electronic Means	A-21
File Plan	A-22
Related Records Series in Program Schedules	A-23
Index	A-30

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

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.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

All local government agencies 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. Agencies 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.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies 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*.” All local government agencies hereby agree that they will 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*.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

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

Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



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

Municipality/County: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).


Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.

STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.01	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____ <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. 163-300
1.02	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records. Also includes evaluations of the agency by outside entities.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
1.03	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES @ Records documenting requirements or directives promulgated by the agency for the conduct of a business or activity on agency premises or under agency authority.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.04	AUDITS: PERFORMANCE @ Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office PCI attestation reports after 3 years. c) Destroy in office remaining audit reports after 10 years. d) Destroy in office documentation of corrective measures 2 years after their implementation. e) Destroy in office working papers and remaining records when superseded or obsolete.	
1.05 	BLUEPRINTS AND SPECIFICATIONS @ Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.06	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), and Projects (below).	Destroy in office 5 years after expiration or cancellation.	
1.07	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
1.08	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.± Agency Policy: Destroy in office after _____	
1.09	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
1.10	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
1.11	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

<i>ITEM #</i>	<i>STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.12	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
1.13	COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency. SEE ALSO: Data Warehouses (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.


ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.14	<p>CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS @</p> <p>Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by constituents requesting action as well as routine requests for service. Also includes requests for reasonable accommodation to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964; including constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, correspondence (including e-mail), and resolutions.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS).</p>	<p>a) Transfer records as applicable to Litigation Case Records (STANDARD 6: LEGAL RECORDS).</p> <p>b) Destroy in office comments, complaints, petitions, and requests 1 year after resolution.*</p> <p>c) Destroy in office accommodation requests 2 years after resolution.*</p>	<p>Authority: 42 USC 12132</p>
1.15	<p>CONSTITUENT SURVEYS</p> <p>Surveys and related records addressing agency services, policies, and other concerns.</p>	<p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____</p>	


ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.16	<p>CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function.</p> <p>For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page A-11. SEE ALSO: Public Bodies: Correspondence (below) and Legal Correspondence (STANDARD 6: LEGAL RECORDS).</p>	<p>a) Transfer correspondence (including e-mail) with historical value to History Records (below), after 3 years.</p> <p>b) Destroy routine administrative correspondence and memoranda after 1 year.</p> <p>c) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i></p>	
1.17	<p>CUSTOMER CALL CENTER RECORDINGS @ Recordings of calls to customer service centers made for quality assurance and training purposes.</p>	Destroy in office after 30 days.	
1.18	<p>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS @ Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties.</p> <p>SEE ALSO: Grants (below), and System Maintenance Records: Hardware Repair or Service (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.*</p> <p>b) Destroy in office records documenting all other maintenance and repairs after 3 years.*</p> <p>c) Destroy in office warranties 1 year after expiration.</p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.19	EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.	Destroy in office when superseded or obsolete.	
1.20	EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
1.21	FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities, including warranties on said repairs. Also includes any real property owned by the agency. SEE ALSO: Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS), Property Management Records (below).	a) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years. b) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year. c) Destroy in office warranties 1 year after expiration.	
1.22	FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.23	GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.	a) Transfer records concerning approved grants to Grants (below). b) Destroy in office rejected or withdrawn grant proposals when reference value ends.± Agency Policy: Destroy in office after _____	
1.24	GRANTS[@] Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes any required certifications and disclosures, documentation about grants issued by the agency, and research records generated as part of a grant project. SEE ALSO: Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records of state and private grants 5 years after final financial report is filed.* c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed. d) Destroy in office records not relating to a specific grant after 1 year. <i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i>	Retention: 09 NCAC 03M .0703 2 CFR 200.333

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.25	HISTORICAL DESIGNATIONS RECORDS Records concerning the awarding of historical markers by the agency. Includes applications, review materials, and list of markers.	a) Retain in office permanently the list of historical markers along with the accepted applications. b) Destroy in office after 1 year rejected applications. c) Destroy in office remaining materials after 3 years.	
1.26	HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.27	IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.	Destroy in office 3 years after resolution.*	
1.28	INDICES @ Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
1.29	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.30	INVENTORIES @ Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
1.31	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
1.32	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel and activities. Includes routine notices, task lists, and arrangements.	Destroy in office when superseded or obsolete.	
1.33	MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days. <i>Retention Note: If notification is necessary for a particular process, reference the relevant case file for disposition instructions (e.g., tax notifications).</i>	
1.34 	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.12 G.S. 132-1.13

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.35	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	
1.36	MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding free government-issued business permits, burning, special events, and landscape establishment.	a) Destroy in office 1 year after expiration of license/permit. b) Destroy in office applications for which a license/permit was never issued when reference value ends.± Agency Policy: Destroy in office after _____	
1.37 	OFFICE AND PROPERTY SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, property, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings. SEE ALSO: Employee Security Records (STANDARD 8: RISK MANAGEMENT).	a) If the recording necessitates law enforcement action, transfer to the appropriate agency. b) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to Disciplinary Actions (STANDARD 4: HUMAN RESOURCES RECORDS), or Litigation Case Records (STANDARD 6: LEGAL RECORDS). c) Destroy in office recordings not required to support known investigations or litigation after 30 days. d) Destroy in office remaining records after 1 year.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.38	<p>ORDINANCES Includes code of ordinances.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p>	<p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____</p>	
1.39	<p>PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.</p> <p>SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).</p>	Destroy in office after 3 years.*	
1.40	<p>PHONE LOGS Records documenting calls placed and received in the course of conducting agency business.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Voice over Internet Protocol (VoIP) Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	Destroy in office after 1 year.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.41	<p>POLICIES AND PROCEDURES @</p> <p>Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS), Electronic Records Policies and Procedures (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
1.42	<p>POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV) @</p> <p>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p>	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	<p>Authority:</p> <p>G.S. 163 Art. 15A</p> <p>G.S. 163-166.7</p> <p>08 NCAC 10B .0103</p> <p>52 USC Chap. 205</p>
1.43	PRICE QUOTATIONS	<p>Destroy in office when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____.</p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.44	PROCLAMATIONS AND ORDERS Proclamations and orders issued by the governing board.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.45	PROJECTS @ Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation. SEE ALSO: Project Documentation (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
1.46	PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps. SEE ALSO: Facility Maintenance, Repair, and Inspection Records (above).	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.47	PUBLIC BODIES: AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation and exhibits submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. SEE ALSO: Public Bodies: Minutes (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.48	PUBLIC BODIES: APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.	a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
1.49	PUBLIC BODIES: APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.	Destroy in office after 2 years.	Authority: G.S. 143-157.1
1.50	PUBLIC BODIES: AUDIO AND VIDEO RECORDINGS OF MEETINGS SEE ALSO: Public Bodies: Minutes (below).	Destroy in office after approval of official written minutes. <i>NOTE: If these serve as the official minutes, as allowed by G.S. 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.51	PUBLIC BODIES: CORRESPONDENCE Records documenting internal and external communications of governing and advisory board members. Includes correspondence (including e-mail) related to decision-making, policy development, and other high-level planning as well as logistical communications.	a) Transfer correspondence (including e-mail) with historical value to History Records (above), after 3 years. b) Destroy in office remaining records after 3 years.	
1.52	PUBLIC BODIES: MEETING NOTICES Includes notices and regular meeting schedules. SEE ALSO: Affidavits of Publication (STANDARD 6: LEGAL RECORDS), Publicity Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year.	
1.53	PUBLIC BODIES: MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers. SEE ALSO: Oaths of Office (STANDARD 6: LEGAL RECORDS), Public Bodies: Applications for Appointment (above).	a) Retain in office records with historical value permanently. b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments. c) Destroy in office remaining records 1 year after service ends.	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.54	<p>PUBLIC BODIES: MINUTES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.</p> <p>SEE ALSO: Ordinances (above), Public Bodies: Agenda and Meeting Packets (above), Public Bodies: Audio and Video Recordings of Meetings (above), Resolutions (below).</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body's actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.±</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. 143-318.10</p>
1.55	<p>RATE AND FEE SCHEDULES @ Records relating to rates, fees, and regulations concerning agency services.</p>	<p>Destroy in office when superseded or obsolete.</p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.56	REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that residents may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends.± Agency Policy: Destroy in office after _____	
1.57	RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.	a) Retain in office documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
1.58	REFERENCE (READING) FILE Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.59	<p>REPORTS AND STUDIES @</p> <p>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>SEE ALSO: Accident/Incident Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Audits: Performance (above), Budget Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Civil Rights Records (STANDARD 6: LEGAL RECORDS), Financial Reports (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Grants (above), Lost, Stolen, or Damaged Property Reports (STANDARD 8: RISK MANAGEMENT RECORDS), Projects (above), Public Bodies: Appointment Reports (above), Strategic Plan (below), and Unemployment Compensation Reports (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>b) Retain in office permanently reports and studies prepared by request of an agency's governing body or a court.</p> <p>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>f) Destroy in office remaining reports and studies when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.60	REQUESTS FOR INFORMATION Requests received and responses issued by the agency. SEE ALSO: Public Records Requests (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office after 1 year after resolution.	
1.61	REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency. Also includes notices and evaluations produced by the agency. SEE ALSO: Bids for Purchase (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS), Price Quotations (above).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
1.62	RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures. See the SECURITY PRESERVATION COPIES OF RECORDS section on page A-15 for instructions on imaging.	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.63	STAFF MEETINGS FILE Records concerning meetings of internal committees, groups, or task forces along with external meetings attended by agency personnel. Includes minutes, agendas, meeting packets, visual aids, presentations, notes, recordings, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.	
1.64	STRATEGIC PLAN @ Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of strategic plan and all background surveys, studies, and reports. Also includes business plans as well as mission statements, goals, and objectives.	a) Retain in office strategic plans permanently. b) Destroy in office background surveys, studies, and reports 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office remaining records when superseded or obsolete.	
1.65	SURPLUS PROPERTY Inventories and reports of agency property to be surplus.	Destroy in office 3 years after disposition of property.*	
1.66	TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.67	TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries. SEE ALSO: Price Quotations (above), Travel Reimbursements (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	Destroy in office after 1 year.*	
1.68	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet. SEE ALSO: Vehicle Titles (STANDARD 6: LEGAL RECORDS).	Destroy in office when superseded.	
1.69	WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.	a) If this is the only record documenting completed work, follow disposition instructions for Facility Maintenance, Repair, and Inspection Records (above), or Equipment and Vehicle Maintenance, Repair, and Inspection Records (above). b) Destroy in office remaining records 1 year after work is completed.*	

STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.



Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.01	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	a) Destroy in office 5 years after payment documentation of reimbursement for business expenses to employees. b) Destroy in office all remaining records 3 years after payment.*	Retention: 04 NCAC 24D .0501(a)(3)(I)
2.02	ACCOUNTS RECEIVABLE @ Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.	Destroy in office 3 years after collection.*	G.S. 105A

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.03	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	
2.04	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. SEE ALSO: Budget Reports (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years. <i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i>	Authority: G.S. 159-11
2.05	ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	Authority: 26 CFR 1.148-3
2.06	AUDITS: FINANCIAL @ Records concerning internal and external audits. Includes reports, working papers, and related records. SEE ALSO: Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*	Authority: G.S. 159-34
2.07	AUTHORIZATION FORMS Authorization to purchase materials.	Destroy in office after 3 years.*	


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.08	BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.	Destroy in office after 3 years.*	
2.09	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction. SEE ALSO: Accounts Receivable (above).	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. 153A-176
2.10	BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.	a) Transfer records to Contracts, Leases, and Agreements (STANDARD 6: LEGAL RECORDS) when bid is approved. b) Destroy in office bid records not awarded or opened after 1 year.*	Authority: G.S. 143 Article 8
2.11	BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.	Destroy in office 6 years after final maturity.*	Authority: G.S. 159 Article 7


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.12	BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.	Retain in office permanently.	Authority: G.S. 159-130
2.13	BONDS, NOTES, AND COUPONS	Destroy in office 1 year from date of payment.	Authority: G.S. 159-139
2.14	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence (including e-mail), and other related records.	Destroy in office after 2 years.*	
2.15	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
2.16	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. SEE ALSO: Annual Budget (above).	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
2.17	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. 159-10


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.18	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.± Agency Policy: Destroy in office after _____	Authority: G.S. 159-8 G.S. 159-13 G.S. 159-13.2 G.S. 159-15
2.19	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
2.20	 CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignation of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. 132-1.2(2)
2.21	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. SEE ALSO: Fund Drive and Event Records (STANDARD 7: PUBLIC RELATIONS RECORDS).	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
2.22	 ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 14-113.20

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.23	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer's office.	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 on or after July 16, 2012.*	Authority: G.S. 116B-60 Retention: G.S. 116B-73
2.24	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
2.25	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits.	
2.26	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.27	<p>GRANTS: FINANCIAL @</p> <p>Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.</p> <p>SEE ALSO: Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC Dept. of Health and Human Services on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of grants funded by local appropriations and other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	<p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p>
2.28	<p>INVESTMENTS</p> <p>Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.</p>	<p>a) Destroy in office transaction schedules after 2 years.*</p> <p>b) Destroy in office performance investment reports when reference value ends.±</p> <p>Agency Policy: Destroy in office after _____</p> <p>c) Destroy in office all remaining records after 3 years.*</p>	<p>Authority: G.S. 159-30</p>


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.29	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
2.30	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. 159-33
2.31	LONGEVITY PAY	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.32	 PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. 132-1.2(2) G.S. 132-1.10(b)(5)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.33 	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes employer contributions (e.g., retirement, healthcare) along with individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. SEE ALSO: Payroll Deduction Records (below), Time Sheets, Cards, and Attendance Records (below); for 401(k) and other retirement plan payouts, see Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 5 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) 29 CFR 516.5(a) 29 CFR 1627.3(a)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.34 	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), retirement and deferred compensation, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). SEE ALSO: Payroll and Earnings Records (above), Retirement Records (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Destroy in office tax withholding forms 4 years after termination of deduction.* b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction. c) Destroy in office remaining records 3 years after termination of deduction.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: IRS Publication 15 29 CFR 516.6(c)(1)
2.35	POWELL BILL RECORDS Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.	Destroy in office after 3 years.	
2.36	PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. SEE ALSO: Grants: Financial (above).	Destroy in office after 3 years.* <i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i>	
2.37	QUALIFIED PRODUCTS LISTS (QPL) Records identifying products approved for purchase by the agency.	Destroy in office 3 years after superseded or obsolete.*	

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.38	REQUISITIONS Requests for payment or to acquire goods or services. SEE ALSO: Inventories (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 1 year.*	
2.39	SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.	a) Destroy in office after 3 years records documenting the awarding of scholarships. b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.	
2.40	SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.41	STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.	Destroy in office 3 years after payment.*	

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.42 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 5 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. 132-1.10 G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a) IRS Publication 15
2.43	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
2.44	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. SEE ALSO: Payroll and Earnings Records (above).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a) 29 CFR 516.6(a)(1)

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2.45	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. SEE ALSO: Grants: Financial (above), Travel Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
2.46 	VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS

Official records received and created by agency geographic information system programs. See G.S. 132-10 for information about providing public access to GIS databases.

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.01	GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.	Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently. <i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council. See also GEOSPATIAL RECORDS, page A-13.</i>	
3.02	GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA) Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.03	GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.	Retain in office permanently.	
3.04	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
3.05	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
3.06	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.07	LAYERS: ADDRESS POINTS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	
3.08	LAYERS: CORPORATE LIMITS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	

ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.09	LAYERS: EXTRATERRITORIAL JURISDICTIONS See also GEOSPATIAL RECORDS , page A-13.	Paper: Retain in office permanently. GIS dataset: Create a snapshot of dataset annually. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	
3.10	LAYERS: ORTHOIMAGERY See also GEOSPATIAL RECORDS , page A-13.	Create a snapshot of dataset when created. To maintain permanently, <i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council . <i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council .	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.11	<p>LAYERS: STREET CENTERLINE</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
3.12	<p>MAPPING PROJECT RECORDS</p> <p>Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.13	<p>MAPS: PARCEL</p> <p>Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures.</p> <p>See also GEOSPATIAL RECORDS, page A-13, and Property Management Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>Paper: Destroy in office upon State Archives approval.</p> <p>GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
3.14	<p>MAPS: PARKS</p> <p>Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page A-13.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	


ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.15	MAPS: ALL OTHER @ Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc. Also includes paper maps.	a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.± <i>Retention note: Contact the State Archives of North Carolina before destroying any tax maps, watershed maps, or zoning maps.</i> Agency Policy: Destroy in office after _____	

STANDARD 4: HUMAN RESOURCES RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. 115C Article 21A (LPSUs), G.S. 122C-158 (area authorities), G.S. 130A-45.9 (public health authorities), G.S. 153A-98 (county), G.S. 160A-168 (municipal), G.S. 161E-257.2 (public hospitals), and G.S. 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.01	ABOLISHED POSITIONS Records concerning positions that have been abolished.	Destroy in office after 1 year.	
4.02 	ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel. SEE ALSO: Disciplinary Actions (below).	<ul style="list-style-type: none">a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation.b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated.c) Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court.d) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to Personnel Records (Official Copy) (below).	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.03 	APPLICATIONS FOR EMPLOYMENT Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.	a) Transfer applications, resumes, transcripts, and similar records as applicable to Personnel Records (Official Copy) (below) or Seasonal and Contract Worker Records (below). b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31
4.04	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.05 	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations. SEE ALSO: Employment Selection Records (below).	Destroy in office after 2 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)
4.06	ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. SEE ALSO: Bloodborne Pathogen Training (below), Hazardous Materials Training Records (below).	a) Destroy in office employee-specific records 1 year after separation. b) Destroy in office remaining records when superseded or obsolete.	Retention: 29 CFR 1910.1001(m)(4)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.07	BENEFITS RECORDS Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).	a) Destroy in office approved claims forms after 2 years.* b) Destroy in office rejected requests 6 months after decision. c) Destroy in office 3 years after employee returns or eligibility expires notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. d) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
4.08	BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. SEE ALSO: Asbestos Training (above), Hazardous Materials Training Records (below).	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
4.09	DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.	Destroy in office when superseded or obsolete.	



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.10	DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.	a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.	
4.11	DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.	a) Transfer records as applicable to Personnel Records (Official Copy) (below). b) Destroy in office all remaining records 2 years after resolution of all actions.	Authority: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 Subject to the public information provision delineated in the above authorities.


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.12	DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency. SEE ALSO: Secondary Employment (below).	a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.	
4.13	 EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. SEE ALSO: Leave Records (below).	a) Transfer records documenting approved leave requests to Personnel Records (Official Copy) (below). b) Destroy in office records concerning denied requests 6 months after denial.* c) Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.14	 EMPLOYEE ASSISTANCE PROGRAMS Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.	Destroy in office after 3 years.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1



ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.15 	EMPLOYMENT ELIGIBILITY RECORDS Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.	a) I-9 forms have mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later. b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor. c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation. d) Destroy in office remaining records 1 year after employee separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 8 USC 1324a(b)(3)
4.16 	EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. SEE ALSO: Applications for Employment (above), Aptitude and Skills Testing Records (above).	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.17 	EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.18 	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. SEE ALSO: Leave Records (below).	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 825.500(b)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.19 	GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. SEE ALSO: Disciplinary Actions (above), Personnel Records (Official Copy) (below).	Destroy in office after 2 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.20	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors. May also include documentation of loans of radioactive materials for the purpose of training exercises. SEE ALSO: Asbestos Training (above), Bloodborne Pathogen Training (above).	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
4.21	INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.	Destroy in office after 2 years.	
4.22	LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.	Retain in office permanently.	


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.23 	LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay. SEE ALSO: Educational Leave and Reimbursement (above), Family Medical Leave Act (FMLA) Records (above), Military Leave (below).	a) Destroy in office approved requests 3 years after return or separation of employee.* b) Destroy in office denied requests after 6 months.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.24 	MEDICAL RECORDS Records for employees, contractors, and volunteers concerning asbestos, toxic substances, and bloodborne pathogen exposure; physical examinations required by the employer in connection with any personnel action, including health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA); and records of injury or illness. (Does not include worker's compensation or health insurance claim records.) SEE ALSO: Benefits Records (above), Workers' Compensation Program Claims (below).	a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. <i>Retention Note: Records must be maintained separately from an employee's personnel jacket. If part of a worker's compensation claim, follow disposition for Workers' Compensation Program Claims (below).</i>	Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.25	MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). SEE ALSO: Leave Records (above).	Destroy in office 3 years after leave ends or employee separates from agency.*	Authority: 5 CFR 1208
4.26 	PERFORMANCE REVIEWS Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance. SEE ALSO: Personnel Records (Official Copy) (below).	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 60A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.27	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.	Transfer records to Personnel Records (Official Copy) (below).	Subject to the public information provision delineated in relevant General Statutes.


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.28 	PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary agency employee that is eligible for benefits. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file. SEE ALSO: Medical Records (above), Seasonal and Contract Worker Records (below).	a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal. b) Destroy in office information necessary to verify benefits 30 years after date of separation. c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in this Records Retention and Disposition Schedule.	Authority/ Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.29 	PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors.	a) Transfer records as applicable to Personnel Records (Official Copy) (above). b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.30	POLICIES AND PROCEDURES (PERSONNEL) Official internal agency personnel policies and procedures. Also includes agreements and authorizations required of employees, orientation materials, and informational data. SEE ALSO: Civil Rights Records (STANDARD 6: LEGAL RECORDS), and Workers' Compensation Program Administration (below).	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.31 	POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 29 CFR 801.30

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.32	POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. SEE ALSO: Position Descriptions (below).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.33	POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32
4.34	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
4.35	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.36	RETIREMENT RECORDS Includes descriptive information about retirement systems along with plans and related records outlining the terms of employee pension and other deferred compensation plans, including 401(k). SEE ALSO: Payroll and Earnings Records; Payroll Deduction Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).	a) Destroy in office descriptive information about retirement plans 1 year after plan is terminated. b) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* c) Transfer Local Governmental Employees' Retirement System (LGERs) forms to Department of State Treasurer. d) Transfer applicable records to Personnel Records (Official Copy) (above).	Retention: 29 CFR 1627.3(b)(2)
4.37 	SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 5 years after date of separation.	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1
4.38	SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity. SEE ALSO: Dual Employment (above.)	a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.	

ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.39	SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. SEE ALSO: Personnel Records (Official Copy) (above).	Destroy in office 2 years from date of record creation or the personnel action involved.	
4.40	SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.	Destroy in office after 1 year.	
4.41	TRAINING AND EDUCATIONAL RECORDS Records concerning the delivery of training to agency personnel. Includes training manuals, syllabi and course outlines, and other related records. Also includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. SEE ALSO: Conferences and Workshops (STANDARD 7: PUBLIC RELATIONS RECORDS), Educational Leave and Reimbursement (above). Other required trainings are handled in Asbestos Training (above), Bloodborne Pathogen Training (above), Hazardous Materials Training Records (above), Law Enforcement Training (above).	a) Transfer records as applicable to Personnel Records (Official Copy) (above), if such training and testing is required for the position held or could affect career advancement. b) Destroy in office certifications and other qualifications 5 years after expiration or employee separation. c) Destroy in office general training materials when superseded or obsolete. d) Destroy in office remaining employee-specific records after 1 year.	Retention: 29 CFR 1627.3(b)(1)(iv)


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.42 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 5 years.*	Confidentiality: G.S. 115C Art. 21A G.S. 122C-158 G.S. 130A-45.9 G.S. 153A-98 G.S. 160A-168 G.S. 161E-257.2 G.S. 162A-6.1 Retention: 04 NCAC 24D .0501(a)
4.43	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 5 years.*	Retention: 04 NCAC 24D .0501(a)
4.44	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
4.45	VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee's prior or current employment with the agency.	Destroy in office after 1 year.	
4.46	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	


ITEM #	STANDARD 4: HUMAN RESOURCES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.47	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	
4.48	WORKERS' COMPENSATION PROGRAM ADMINISTRATION Includes program policies, guidelines, and related administrative documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
4.49 	WORKERS' COMPENSATION PROGRAM CLAIMS Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records. <i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. 97-92(a).</i>	Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.*	Confidentiality: G.S. 8-53 G.S. 97-92(b)



STANDARD 5: INFORMATION TECHNOLOGY (IT) RECORDS


Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.

Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. 132-6.1 on the confidentiality of records regarding "hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes." (G.S. 132-6.1 (c))

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.01 	AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.	a) Destroy in office 1 year after superseded or obsolete fixity check documentation. b) Destroy in office remaining records after disposition of record.*	Confidentiality: G.S. 132-6.1(c)
5.02	COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.	Destroy in office after 1 year.	
5.03	DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.	Destroy in office 3 years after system is discontinued and/or replaced.	

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.04	DATA MIGRATION RECORDS Technical records documenting data migrations. <i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i>	Destroy in office 1 year after completion of data migration.	
5.05	DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution. SEE ALSO: Collected Data (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
5.06	DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records. See also REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS , page A-21.	Destroy in office 10 days after digitization. <i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i>	
5.07 	ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.7(b) G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.08	INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.	Destroy in office 1 year after work is completed.	
5.09 	NETWORK AND SYSTEM SECURITY RECORDS Records documenting cybersecurity efforts. Includes records concerning firewalls, anti-virus programs, intruder scanning logs, and other related records.	a) Destroy in office finalized cyber incident reports 5 years after resolution. b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems. c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.	Confidentiality: G.S. 132-6.1(c)
5.10 	NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.11	PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records. SEE ALSO: Projects (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently records with historical value. b) Destroy in office remaining records 3 years after completion of project.	
5.12	SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.	Destroy in office 1 year after software is superseded or obsolete.	
5.13	SYSTEM ACCESS RECORDS Records documenting access requests and authorizations, system access logs, and other related records.	Destroy in office 1 year after superseded or obsolete.	
5.14	 SYSTEM DOCUMENTATION RECORDS Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. 132-1.1(g) G.S. 132-6.1(c)

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.15	<p>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</p> <p>Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.</p> <p>SEE ALSO: Equipment and Vehicle Maintenance, Repair, and Inspection Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.</p> <p>b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.</p>	
5.16	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See also Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office's established, regular backup plan and procedures.±</p> <p>Agency Policy: Destroy in office after _____</p>	
5.17	<p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	

ITEM #	STANDARD 5: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.18	VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS Records concerning line registrations, calls logs, and voicemail records.	a) Destroy in office records concerning line registration when superseded or obsolete. b) Destroy in office call logs after 1 year. c) Destroy in office voicemail records after 30 days.	
5.19	WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications. SEE ALSO: Website (Electronic) (STANDARD 7: PUBLIC RELATIONS RECORDS).	Destroy in office when superseded or obsolete.	

STANDARD 6: LEGAL RECORDS

Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.



ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.01	AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc. SEE ALSO: Public Bodies: Meeting Notices (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently if record provides sole evidence of publication. b) Destroy in office remaining records after 3 years.*	Authority: G.S. 1-600
6.02	ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence (including e-mail), maps, ordinances, and public hearings.	a) Destroy in office withdrawn petitions after 1 year. b) Retain remaining records in office permanently. <i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office and the office of the Secretary of State (G.S. 160A-29, G.S. 160A-58.61 and G.S. 160A-58.90). A map must also be filed with the county board of elections (G.S. 163-288.1).</i>	
6.03	AUTHENTICATIONS Certificates of authentication issued by the agency.	Retain in office permanently.	


ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.04	<p>CIVIL RIGHTS CASE RECORDS</p> <p>Records concerning discrimination complaints by employees or former employees and employee requests for reasonable accommodation. Includes equal opportunity (EO) complaints.</p> <p>SEE ALSO: Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Personnel Records (Official Copy) (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Destroy in office requests for reasonable accommodation 2 years after they become obsolete.</p> <p>b) Destroy in office discrimination complaints 1 year after final disposition of the charge or the action.*</p> <p><i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i></p>	<p>Retention: 29 CFR 1602.14 29 CFR 1602.31</p>

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.05	<p>CIVIL RIGHTS RECORDS</p> <p>Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</p> <p>SEE ALSO: Civil Rights Case Records (above), Constituent Comments, Complaints, Petitions, and Service Requests (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Policies and Procedures (Personnel) (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	Destroy in office 3 years after superseded or obsolete.	<p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30 29 CFR 1602.32 34 CFR 104.6(c)(2)</p>
6.06	<p>CONDEMNATION RECORDS</p> <p>Settled and pending condemnation cases.</p> <p>SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records.</p>	Retain in office permanently.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.07	CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.	Destroy in office 1 year after completion of term or separation.	
6.08	CONTRACTS, LEASES, AND AGREEMENTS @ Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding. SEE ALSO: Software License and Copyright Provisions Records (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).	a) Retain in office contracts and agreements with historical value permanently. b) Destroy in office sealed contract records 10 years after expiration of contract.* c) Destroy in office all records related to capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.* d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.* e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*	Retention: G.S. 1-47(2) G.S. 1-50(a)(5) 45 CFR 164.316 G.S. 1-52
6.09	DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.10	DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
6.11	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency. SEE ALSO: Accounts Payable (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) for disposition of financial records; LOCAL PROGRAM SCHEDULE, Excavation Permits and Right-of-Way Acquisition Working Records (STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS).	Destroy in office 10 years after expiration of agreement.	
6.12	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private residents to encroach upon agency property.	
6.13	EXPUNCTIONS Expunction orders received by local agencies.	Destroy in office when record is expunged.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.14	INVESTIGATION AND HEARING RECORDS Records concerning complaints, fraud allegations, contestments, grievances, and inquiries against individuals and other entities. Includes summaries, charges, reports, assessments and findings, hearing transcripts and evidence, decisions and sanctions, referrals, correspondence, and other related records.	Destroy in office 3 years after completion.*	
6.15	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
6.16 	LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page A-11.	Confidentiality: G.S. 132-1.1(a)
6.17	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
6.18 	LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. SEE ALSO: Legal Opinions (above).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a)

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.19 	LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. 132-1.1(a) G.S. 132-1.9
6.20	OATHS OF OFFICE SEE ALSO: Public Bodies: Member Files (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Transfer official copy of oath of office to the municipal clerk or the county clerk to the board of commissioners or the clerk of the governing board for permanent retention. <i>Retention Note: The Clerk should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording.</i>	Authority: G.S. 105-349 G.S. 153A-26 G.S. 160A-61 G.S. 160A-68 G.S. 160A-284 Retention: G.S. 7A-103(2)
6.21	PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	

ITEM #	STANDARD 6: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.22	PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	
6.23	RELEASE FORMS Records documenting consent and waiving the individual's right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
6.24	SETTLEMENTS Records concerning pre-litigation or informal settlements.	Destroy in office 10 years after expiration.	Authority: G.S. 132-1.3
6.25	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. 20-72

STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.01	AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
7.02	AUDIO-VISUAL RECORDINGS @ Recordings (including digital) and films produced by or for the agency. This does not include recordings of public meetings or security videos. SEE ALSO: Public Bodies: Audio and Video Recordings of Meetings (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS), Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
7.03	COMMUNITY AWARDS @ Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.04	<p>CONFERENCES AND WORKSHOPS @</p> <p>Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations.</p> <p>SEE ALSO: Training and Educational Records (STANDARD 4: HUMAN RESOURCES RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
7.05	<p>EDUCATIONAL MATERIALS</p> <p>Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.</p>	<p>Destroy in office when superseded or obsolete.</p>	
7.06	<p>FUND DRIVE AND EVENT RECORDS</p> <p>Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs.</p> <p>SEE ALSO: Donations and Solicitations (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.07	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	
7.08	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
7.09	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.10	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation. SEE ALSO: Public Bodies: Minutes (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	


ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.11	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
7.12	PUBLICITY RECORDS @ Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	
7.13	SOCIAL MEDIA SEE ALSO: Website (Electronic) (below).	See APPENDIX (page A-12) for guidance in handling social media.	
7.14	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.15	<p>WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records.</p> <p>SEE ALSO: Web Management and Operations Records: Structure (STANDARD 5: INFORMATION TECHNOLOGY RECORDS).</p>	<p>a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

STANDARD 8: RISK MANAGEMENT RECORDS

Official records created and accumulated to manage risks in the agency.

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.01	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE) SEE ALSO: Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS).	a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims (STANDARD 4: HUMAN RESOURCES RECORDS). b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years. e) Destroy in office reports of minors after minor has reached age of 21.	
8.02	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. 166A-19.22

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.03 	DISASTER AND EMERGENCY MANAGEMENT PLANS @ Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
8.04	DISASTER RECOVERY Administrative records documenting and recovery efforts for emergencies of a short duration as well as disasters inflicting widespread destruction and having long-term consequences for the agency. Includes documents coordinating activities with federal, state, and local emergency management, incident reports, inventories, and disaster relief allocations.	a) Retain in office permanently records documenting major agency disaster recovery efforts and records evaluating emergency response and efficacy. b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
8.05	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
8.06	EMERGENCY NOTIFICATIONS Notifications and alerts sent to residents by Emergency Management or other agency staff regarding a current emergency.	Destroy in office after 1 year.	

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.07	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees. SEE ALSO: Office and Property Security Records (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy in office when superseded or obsolete.	
8.08	FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	a) Destroy in office inspection reports after 7 years. b) Destroy in office safety audits after 3 years. c) Destroy in office remaining records when superseded or obsolete.	
8.09	FIXED NUCLEAR FACILITIES PLANS FILE Records concerning emergency plans for county fixed nuclear facilities.	Destroy in office when superseded or obsolete.	
8.10	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.11	<p>HAZARDOUS MATERIALS MANAGEMENT</p> <p>Records documenting agency efforts to prevent and mitigate exposure to hazardous materials. Includes risk assessments, management plans, and abatement/removal records.</p> <p>SEE ALSO: Safety Data Sheets (below).</p> <p><i>Note: Title 10A of the NC Administrative Code provides guidelines about the records requirements for persons who receive, possess, use, transfer, own or acquire any sources of radiation within the State of North Carolina.</i></p>	<ul style="list-style-type: none"> a) Retain in office permanently records documenting hazardous waste disposal sites on agency property and documenting the use of pathogens and biological toxins (select agents) at the agency. b) Destroy in office asbestos records 1 year after building is demolished. <i>(Note: If building is sold, transfer records to new owner.)</i> c) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. d) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans. e) Destroy in office records documenting environmental and hazardous waste remediation projects 5 years after project completion. f) Destroy in office remaining records after 30 years. 	<p>Retention: 29 CFR 1910.1001(j)(3)(ii)</p>

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.12	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
8.13	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	
8.14	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
8.15	NATIONAL FLOOD INSURANCE PROGRAM RECORDS Records concerning the participation of a local government agency in FEMA's National Flood Insurance Program (NFIP). Includes floodplain management ordinances, maps, and other related records.	a) Retain in office permanently floodplain management ordinances. b) Destroy in office copies of flood insurance rate maps, elevation certificates, and elevation information when superseded or obsolete.	

ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.16	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
8.17	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

ITEM #	STANDARD 9: WORKFORCE DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.01	AUDIT/AUDIT RESOLUTIONS Records concerning reports from financial and compliance audits conducted on Workforce Investment Act programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
9.02	LOCAL AREA JOB TRAINING PLAN RECORDS Records concerning the local board's bid process for contracting workforce development programs.	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
9.03	PARTICIPANT RECORDS Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and Workforce Investment Act follow-up questionnaires.	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.
-

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.
-

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-19) can be used for such requests.
-

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the

transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

- A.** Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at ± times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Am I required to make available to the public copies of drafts that have not been approved?

- A.** Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

- A.** Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records

available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.

- Adoptions, marriages, and divorces document changes in familial relationships. Though adoptions are confidential (not available for public inspection), they document changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its constituents. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of residents and organizations?
- Do they have a long-term impact on residents and organizations?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.
-

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on page A-22. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See Audits: Performance (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the *General Records Schedule: Local Government Agencies*, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the *General Records Schedule: Local Government Agencies* or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-signatures>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.
-

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).

Destructions Log

County/Municipality					
Division		Section		Branch	
Location(s) of Records					

[illegible]

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

- A.** We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

- A.** The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years (see Leave Records, STANDARD 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:
- Parcel data
 - Street centerline data
 - Corporate limits data
 - Extraterritorial jurisdiction data
 - Zoning data, address points
 - Orthophotography (imagery)
 - Utilities
 - Emergency/E-911 themes

For more information, see **STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

Q. *Who should be responsible for creation and long-term storage of archived data?*

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

A. We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:

- Managing public records in North Carolina
- Disaster preparedness and recovery
- Confidentiality
- Organizing paper and digital files
- Digital communications

Q. Will you design a workshop especially for our office?

A. Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

A. No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public. To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

A. Not at this time.

Q. Are the workshops available in an online format?

A. We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).

Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

☐ Add a new item

☐ Delete an existing item

☐ Change a retention period

Standard Number _____ Page _____ Item Number _____

Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of N.C. Gen. Stat. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator
State Archives of North Carolina Date

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by:

Signature	Title	Date
-----------	-------	------

Approved by:

Signature	Requestor's Supervisor	Date
-----------	------------------------	------

Concurred by:

Signature	Assistant Records Administrator State Archives of North Carolina	Date
-----------	---	------

File Plan

County/Municipality					
Division		Section		Branch	

[illegible]

Related Records Series Found in Local Agency Program Schedules

In some limited cases, records series with similar names and/or functions that are created and maintained by local government entities have not been superseded by the *General Records Schedule: Local Government Agencies*. These records series are described as unique records series in one of the local program retention schedules issued separately by DNCR for use by specific local agencies. This duplication occurs when records with similar names and/or functions have different retention guidance due to statutory, legal, evidentiary, or fiscal requirements. An example of this is the accounts receivable records series. In the *General Records Schedule*, the Accounts Receivable records series has a disposition instruction of “Destroy in office 3 years after collection.” In the *Local Health Departments Schedule*, the Accounts Receivable: Clinical Services records series also includes the disposition instruction, “Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.” In both cases, the records series documents the money received by the local agency, however, the retention requirements for the Accounts Receivable: Clinical Services differ due to specific retention requirements concerning the management and dispersal of grant funds.

The purpose of this table is to provide a source for determining if the general records series item listed in the *General Records Schedule: Local Government Agencies* covers the function and/or retention requirements associated with the records created by your agency or if a specific program schedule applies. This table provides pointers to the relevant records series that can be found in one or more of the local agency program schedules.

Here’s how to use the table:

- The records series found in the left-most column are listed and described in the *General Records Schedule: Local Government Agencies* and appear in this schedule with a @ beside them.

ACCOUNTS RECEIVABLE @
 Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts. Also includes records concerning accounts sent to NC Debt Setoff Program for collection.

- The middle column lists similar records series from one or more of the schedules that have been issued separately for use by specific local agencies.
- The right-hand column lists the local agency program schedule that includes the records series listed in the middle column. The agencies represented in the right column include, but are not limited to, local health departments, Registers of Deeds, Sheriff’s offices, local social services agencies, and tax offices.

If you need further information, please contact a Records Management Analyst.

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable	Accounts Receivable: Clinical Services	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Accounts Receivable (cont.)	Accounts Receivable – Client Services	LME Schedule LME-MCO Schedule
Administrative Directives, Regulations, and Rules	State Board of Elections Numbered Memos	County Board of Elections Schedule
Audits: Financial	Clinical Record Audits	Local Health Departments Schedule
	Clinical Record Audits	LME Schedule
	Clinical Record Audits	LME-MCO Schedule
Audits: Performance	Pharmacy Audit Records	Local Health Departments Schedule
Blueprints and Specifications	Blueprints and Specifications Project Records – Core	Local Government Agencies Program Schedule
Community Awards	Student Awards and Honors Records	Local Public School Unit Schedule
Conferences and Workshops	Health Promotion Training Records	Local Health Departments Schedule
Constituent Comments, Complaints, Petitions, and Service Requests	Animal Complaint Records Illegal Dumping File Violations: Building and Housing Violations: Solid Waste Management Complaints (Law Enforcement)	Local Government Agencies Program Schedule
	Complaints	County Sheriff's Office
	Complaints: All Service Areas	County Social Services Agencies Schedule
	Animal Complaints	Local Health Departments Schedule
	Complaints File	LME Schedule
	Complaints File	LME-MCO Schedule
Contracts, Leases, and Agreements	School Health Provider Contracts	Local Health Departments Schedule
	Petroleum Leases Register	Register of Deeds Schedule
Disaster and Emergency Management Plans	Public Health Emergency Preparedness and Response Records	Local Health Departments Schedule
Equipment and Vehicle Maintenance, Repair, and Inspection Records	Equipment and Instrument Maintenance and Repair File	Local Health Departments Schedule
	Autopsy and Surgical Pathology: Instrument Maintenance Records	Public Hospitals Schedule
	Clinical Laboratory Records: Instrument Maintenance Records	
	Cytology Records: Instrument Maintenance Records File	
	Instrument Maintenance File	

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Grants Grants: Financial	CDBG Records CDBG Outstanding Loan Balances CDBG Subject to Reversion of Assets Provisions or Change of Use of Real Property Continuum of Care Records Emergency Solutions Grants Records Home Investment Partnerships Program Records Housing Assistance for Persons with Disabilities Housing Opportunities for Persons with AIDS Records	Local Government Agencies Program Schedule
Indices	Board of Adjustment Case Files and Indexes Conditional Use Permit Records and Index Rezoning Records and Indexes	Local Government Agencies Program Schedule
	Master Client Identification File (Master Client Index)	LME Schedule LME-MCO Schedule
	Master Patient Index	Public Hospital Schedule
	Armed Forces Discharges and Index Chattel Mortgages and Index Corporations (Incorporations) Records and Index Deeds, Record of and Index Deeds of Trust (Mortgages), Record of and Index Highway Right-of-Way Maps and Index Land Sold for Taxes and Index Merchant Returns and Index Mineral Rights Records and Index Notaries Public Records and Index Official Record Book and Index Partnerships and Assumed Names Records and Index Plats, Maps, and Index Registration of Titles (Torrens Act) and Index Surveys, Record of and Index Timber Marks and Index Vital Records: Births and Index Vital Records: Deaths and Index Vital Records: Delayed Births and Index	Register of Deeds Schedule
Inventories	Drug Inventories	Local Health Departments Schedule

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Inventories (cont.)	Drugs Inventories	Public Hospitals Schedule
Maps: All Other	Utilities: Maps (Utility Installations & Distributions)	Local Government Agencies Program Schedule
	Plats, Maps, and Index	Register of Deeds Schedule
	Maps (Utility Installations and Distributions)	Water and Sewer Authorities and Sanitary Districts Schedule
Policies and Procedures	Clinical Policies and Procedures Laboratory Procedures Manual Behavioral Health Program Policy and Procedure Records	Local Health Departments Schedule
	Laboratory Procedures/Protocol File	Public Hospitals Schedule
Poll List/Registration List/Roster/Authorization to Vote (ATV)	Poll List/Registration List/Roster/Authorization to Vote (ATV)	County Board of Elections Schedule
Projects	Appraisal Project File Project Records – Cancelled Project Records – Core Project Records – Engineering & Compliance	Local Government Agencies Program Schedule
	State Board of Elections Correspondence and Reports	County Board of Elections Schedule
	Water and Wastewater System Project Records	Waste and Sewer Authorities and Sanitary Districts Schedule
Publicity Records	Student Publicity Records	Local Public School Unit Schedule
Rate and Fee Schedules	Fee Schedules	Local Health Departments Schedule
	Fee Schedules	LME Schedule
	Fee Schedules	LME-MCO Schedule
Recordings: Customer Call Center Recordings Audio-Visual Recordings	Traffic Video Recordings and Data Law Enforcement Audio and Video Recordings Communication Records Electronic Recordings of Interrogations	Local Government Agencies Program Schedule
	Audio and Video Recordings Communication Records Electronic Recordings of Interrogations (Juvenile and Homicide)	County Sheriff's Office

Local General Schedule Records Series	Related Records Series	Local Program Schedule
<p>Reports and Studies</p> <p>(continued on following page)</p>	<p>Land Development and Planning Studies and Reports</p> <p>Ambulance Call Reports/Patient Care Reports</p> <p>North Carolina Fire Incident Report</p> <p>Pool Records</p> <p>Environmental: Customer Usage Records</p> <p>Environmental: Discharge Monitoring Reports</p> <p>Environmental: Landfill Monitoring Reports</p> <p>Environmental: Reports Submitted to U.S. Environmental Protection Agency</p> <p>Utilities: Daily Water and Wastewater Facility Operators Logs</p> <p>Utilities: Service Interruption Records</p> <p>Utilities: Wastewater Maintenance Operation Reports</p> <p>Water Quality: Pretreatment Program Records</p> <p>Water Quality: Public Water Sanitary Survey Records</p> <p>Appraisal Reports</p> <p>Traffic Analysis</p> <p>Project Records – Core</p> <p>Project Records – Engineering & Compliance</p> <p>Alarm Call Reports</p> <p>Arrest Reports</p> <p>Chemical Analysis Records</p> <p>Crime Analysis Records</p> <p>Detention Facility Incident Reports</p> <p>Detention Facility Physical Force Records</p> <p>Incident Response Reports</p> <p>Inmate Death Reports</p> <p>Laboratory Case Records</p> <p>Multiple Firearms Sales Reports</p> <p>Multiple Firearms Sales Reports Destruction Records</p> <p>Traffic Accident Reports</p>	<p>Local Government Agencies Program Schedule</p>

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies (cont.)	Daily Store Reports Monthly Law Enforcement Activity Reports Monthly Operating Report to Board Receiving Report Sales Reports Stock Difference Reports Weekly Warehouse Reports	Alcoholic Beverage Control Boards Schedule
	Campaign Contribution and Expenditure Reports Ballot Reports State Board of Elections Correspondence and Reports Voter Registration Lists and Reports	County Board of Elections Schedule
	Alarm Call Reports Arrest Reports Detention Facility Incident Reports DWI Reports Incident Response Reports Inmate Death Reports Traffic Accident Reports	County Sheriff's Office
	Program Time and Activity Reports Medicare Disbursement Reports Communicable Disease Reports Test Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports	Local Health Departments Schedule
	Medicare Disbursement Reports	LME Schedule LME-MCO Schedule
	Admission/Discharge/Transfer Reports Communicable Disease Reports Call-In Reports Adverse Drug Reaction Reports Intravenous Hood Performance Reports Medication Storage Inspection Reports	Public Hospitals Schedule
	(continued on following page)	

Local General Schedule Records Series	Related Records Series	Local Program Schedule
Reports and Studies (cont.)	Certified Facility Operators Logs and Reports Discharge Monitoring Reports Periodic Inspection Reports of Industrial Facilities Wastewater Maintenance Operation Reports	Waste and Sewer Authorities and Sanitary Districts Schedule
Strategic Plan	Land Development and Planning Studies and Reports Parks Planning File Comprehensive Plan and Amendments Environmental: Comprehensive Solid Waste Management Plan and Amendments Planning File (Street Maintenance)	Local Government Agencies Program Schedule

1

1099 FORMS. *SEE* TAX FORMS

A

ABOLISHED POSITIONS, 43
ABSTRACTS OF MUNICIPAL ELECTIONS, 1
ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE), 80
ACCOUNTS PAYABLE, 23
ACCOUNTS RECEIVABLE, 23
ACCOUNTS UNCOLLECTABLE, 24
ACCREDITATION RECORDS, 1
ADDRESS POINTS, 38
ADMINISTRATION AND MANAGEMENT RECORDS, 1
ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES, 1
ADMINISTRATIVE INVESTIGATIONS, 43
AFFIDAVITS OF PUBLICATION, 67
AGENCY PUBLICATIONS, 75
AMBULANCE SERVICE BILLS AND RECORDS FOR EMERGENCY MEDICAL SERVICE. *SEE* ACCOUNTS PAYABLE
ANNEXATION FILE, 67
ANNUAL BUDGET, 24
APPLICATIONS FOR EMPLOYMENT, 44
APPRENTICESHIP PROGRAM RECORDS, 44
APTITUDE AND SKILLS TESTING RECORDS, 45
ARBITRAGE RECORDS, 24
ASBESTOS MANAGEMENT PLAN. *SEE* HAZARDOUS MATERIALS MANAGEMENT
ASBESTOS TRAINING, 45
AUDIO-VISUAL RECORDINGS, 75
AUDITS
 FINANCIAL, 24
 IT SYSTEMS, 61
 PERFORMANCE, 2
AUTHENTICATIONS, 67
AUTHORIZATION FORMS, 24

B

BANK STATEMENTS, 25
BANK STATEMENTS AND RECONCILIATIONS, 25
BENEFITS RECORDS, 46
BENEFITS REIMBURSEMENT PLAN. *SEE* BENEFITS RECORDS
BIDS FOR DISPOSAL OF PROPERTY, 25
BIDS FOR PURCHASE, 25
BIOGRAPHICAL DATA. *SEE* HISTORY RECORDS

INDEX

BLOODBORNE PATHOGEN TRAINING, 46
BLUEPRINTS AND SPECIFICATIONS, 2
BOND CLOSING RECORDS, 25
BOND REGISTER, 26
BONDS, 3
BONDS, NOTES, AND COUPONS, 26
BUDGET ADMINISTRATION RECORDS, 26
BUDGET EXECUTION RECORDS, 26
BUDGET REPORTS, 26
BUDGET REQUESTS AND WORKING PAPERS, 26
BUDGET RESOLUTIONS AND ORDINANCES, 27
BUDGET, FISCAL, AND PAYROLL RECORDS, 23
BULLETINS, 3
BUSINESS CERTIFICATION RECORDS, 3
BUSINESS DEVELOPMENT SUBJECT FILE, 3

C

CALENDARS OF EVENTS AND APPOINTMENTS, 3
CALL CENTER RECORDINGS. *SEE* CUSTOMER CALL CENTER RECORDINGS
CANCELED CHECKS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CASH REPORTS. *SEE* ACCOUNTS RECEIVABLE
CENSUS PROJECT RECORDS, 3
CHARTER RECORDS, 4
CHECK REGISTERS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CHECK STUBS. *SEE* BANK STATEMENTS AND RECONCILIATIONS
CITIZEN COMPLAINTS. *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
CIVIL RIGHTS CASE RECORDS, 68
CIVIL RIGHTS RECORDS, 69
COLLECTED DATA, 4
COMMUNITY AWARDS, 75
COMPLAINTS (CONSTITUENTS). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
COMPUTER AND NETWORK USAGE RECORDS, 61
CONDEMNATION RECORDS, 69
CONFERENCES AND WORKSHOPS, 76
CONFLICTS OF COMMITMENT, 70
CONFLICTS OF INTEREST, 70
CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, 5
CONSTITUENT SURVEYS, 5
CONTRACT BUDGET REPORTS, 26
CONTRACT WORKER RECORDS, 57
CONTRACTS, LEASES, AND AGREEMENTS, 70

CORE DATA (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA
CORPORATE LIMITS, 38
CORRESPONDENCE (LEGAL), 72
CORRESPONDENCE AND MEMORANDA, 6
COST ALLOCATION PLANS, 27
CREDIT/DEBIT/PROCUREMENT CARD RECORDS, 27
CUSTOMER CALL CENTER RECORDINGS, 6

D

DAILY DETAIL REPORTS. *SEE* BUDGET REPORTS
DATA DOCUMENTATION (METADATA) (GIS RECORDS). *SEE* GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)
DATA DOCUMENTATION RECORDS, 61
DATA MIGRATION RECORDS, 62
DATA WAREHOUSES, 62
DEBIT CARD PAYMENTS. *SEE* PAYMENT CARD DATA
DEBT FINANCING. *SEE* LOAN RECORDS
DECLARATORY RULINGS, 70
DELEGATION OF AUTHORITY RECORDS, 71
DEPOSITS. *SEE* ACCOUNTS RECEIVABLE
DESTRUCTIONS LOG, 10
DETAIL REPORT. *SEE* FINANCIAL REPORTS
DIGITIZATION AND SCANNING RECORDS, 62
DIRECT DEPOSIT FORMS. *SEE* ELECTRONIC FUNDS TRANSFERS
DIRECTORIES, ROSTERS, OR INDICES, EMPLOYEE, 46
DISABILITY SALARY CONTINUATION CLAIMS, 47
DISASTER AND EMERGENCY MANAGEMENT PLANS, 81
DISASTER RECOVERY, 81
DISCIPLINARY ACTIONS, 47
DONATIONS AND SOLICITATIONS, 27
DRUG AND ALCOHOL PROGRAMS FILE. *SEE* EMPLOYEE ASSISTANCE PROGRAMS
DUAL EMPLOYMENT, 48

E

EASEMENTS AND RIGHT-OF-WAY AGREEMENTS, 71
EDUCATIONAL ASSISTANCE, EMPLOYEE, 48
EDUCATIONAL LEAVE AND REIMBURSEMENT, 48
EDUCATIONAL MATERIALS, 76
EDUCATIONAL RECORDS, EMPLOYEE, 58
ELECTRONIC FUNDS TRANSFERS, 27
ELECTRONIC RECORDS POLICIES AND PROCEDURES, 62
EMERGENCY DRILLS AND EQUIPMENT RECORDS, 81
EMERGENCY NOTIFICATIONS, 81
EMPLOYEE ASSISTANCE PROGRAMS, 48

EMPLOYMENT ELIGIBILITY RECORDS, 49
EMPLOYMENT SELECTION RECORDS, 49
ENCROACHMENTS, 71
EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, 6
EQUIPMENT INVENTORIES, 10
EQUIPMENT REFERENCE RECORDS, 7
EQUIPMENT USAGE RECORDS, 7
ESCHEATS AND UNCLAIMED PROPERTY, 28
EXIT INTERVIEW RECORDS, EMPLOYEE, 50
EXPENDITURE REPORTS. *SEE* BUDGET REPORTS
EXPUNCTIONS, 71
EXTRATERRITORIAL JURISDICTIONS, 39

F

FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS, 7
FACILITY SERVICE AND MAINTENANCE AGREEMENTS. *SEE* CONTRACTS, LEASES, AND AGREEMENTS
FACILITY USAGE RECORDS, 7
FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, 50
FEE SCHEDULES, 17
FILE PLAN, 22
FINANCIAL JOURNALS AND LEDGERS, 28
FINANCIAL REPORTS, 28
FIRE EXTINGUISHER RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
FIRE, HEALTH, AND ENVIRONMENTAL SAFETY RECORDS, 82
FIXED ASSETS. *SEE* INVENTORIES
FIXED NUCLEAR FACILITIES PLANS FILE, 82
FORMS AND TEMPLATES, 7
FUEL OIL STORAGE TANK RECORDS, 82
FUND DRIVE AND EVENT RECORDS, 76

G

GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA, 36
GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA), 36
GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS, 37
GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS, 36

GOVERNING AND ADVISORY BODY MEMBER FILES.
SEE PUBLIC BODIES: \MEMBER FILES
GOVERNMENT EMPLOYEES RETIREMENT SYSTEM
MONTHLY REPORTS, 28
GRANT PROPOSALS, 8
GRANTS, 8
FINANCIAL, 29
GRIEVANCES, 51

H

HAZARDOUS MATERIALS MANAGEMENT, 83
HAZARDOUS MATERIALS TRAINING RECORDS, 51
HEALTH CERTIFICATES, EMPLOYEE. SEE MEDICAL
RECORDS
HISTORICAL DESIGNATIONS RECORDS, 9
HISTORY RECORDS (AGENCY AND EMPLOYEES, 9

I

I-9 FORMS. SEE EMPLOYMENT ELIGIBILITY RECORDS
IMAGING RECORDS, 62
IMPROPER CONDUCT INVESTIGATIONS, 9
INDICES, 9
INFORMATION TECHNOLOGY (IT) RECORDS, 61
INFORMATION TECHNOLOGY ASSISTANCE RECORDS,
63
INSPECTION RECORDS. SEE EQUIPMENT AND
VEHICLE MAINTENANCE, REPAIR, AND
INSPECTION RECORDS
INSPECTION RECORDS, FACILITY, 7
INSURANCE POLICIES, 84
INTERAGENCY PROGRAMS, 9
INTERNAL STANDARDS AND PROCEDURES (GIS
RECORDS) \T, 37
INTERNSHIP PROGRAM, 51
INVENTORIES, 10
INVESTIGATION AND HEARING RECORDS, 72
INVESTMENTS, 29
INVITATIONS, 77
INVOICES. SEE ACCOUNTS PAYABLE
IT DISASTER PREPAREDNESS AND RECOVERY PLANS.
SEE DISASTER AND EMERGENCY MANAGEMENT
PLANS

L

LAND OWNERSHIP RECORDS, 72
LAW ENFORCEMENT TRAINING, 51
LEAVE RECORDS, 52
LEGAL OPINIONS, 72
LEGAL RECORDS, 67
LEGAL REVIEW RECORDS, 72

LEGISLATION AND REGULATORY RECORDS, 10
LERS MONTHLY REPORTS. SEE GOVERNMENT
EMPLOYEES RETIREMENT SYSTEM MONTHLY
REPORTS
LITIGATION CASE RECORDS, 73
LOAN RECORDS, 30
LOCAL GOVERNMENT COMMISSION FINANCIAL
STATEMENTS, 30
LOGISTICS MATERIALS, 10
LONGEVITY PAY, 30
LOSS CONTROL INSPECTION REPORTS, 84
LOST, STOLEN, OR DAMAGED PROPERTY REPORTS,
84

M

MAIL, UNDELIVERABLE/RETURNED, 10
MAILING AND DISTRIBUTION RECORDS, 10
MAINTENANCE RECORDS. SEE EQUIPMENT AND
VEHICLE MAINTENANCE, REPAIR, AND
INSPECTION RECORDS
MAINTENANCE RECORDS, FACILITY, 7
MANAGEMENT STUDIES. SEE REPORTS AND STUDIES
MAPPING PROJECT RECORDS, 40
MAPS
ALL OTHER, 42
PARCEL, 41
PARKS, 41
MAPS (PAPER). SEE MAPS: ALL OTHER
MEDIA FILE, 77
MEDICAL RECORDS, EMPLOYEE, 52
MEMBERSHIP RECORDS, 11
METADATA (GIS RECORDS). SEE GEOGRAPHIC
INFORMATION SYSTEM (GIS) DATA
DOCUMENTATION (METADATA)
MILITARY LEAVE, 53
MINUTES OF PUBLIC BODIES. SEE PUBLIC BODIES:
MINUTES
MISCELLANEOUS (NON-BUILDING) APPLICATIONS,
LICENSES, AND PERMITS, 11
MONITORING RECORDS (GIS RECORDS). SEE
GEOGRAPHIC INFORMATION SYSTEM (GIS)
MONITORING RECORDS

N

NATIONAL FLOOD INSURANCE PROGRAM RECORDS,
84
NETWORK AND SYSTEM SECURITY RECORDS, 63
NETWORK DIAGRAMS, 63
NEWSPAPER CLIPPINGS. SEE HISTORY RECORDS
NOTICES OF PUBLIC MEETINGS. SEE PUBLIC BODIES:
MEETING NOTICES

O

OATHS OF OFFICE, 73
OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION (OSHA), 85
OFFICE AND PROPERTY SECURITY RECORDS, 11
OPERATIONAL RECORDS (GIS RECORDS). *SEE*
GEOGRAPHIC INFORMATION SYSTEM (GIS)
OPERATIONAL RECORDS
ORDINANCE DEVELOPMENT RECORDS, 12
ORDINANCES, 12
ORTHOIMAGERY, 39
OSHA, 85

P

PARKING. *SEE* SECURITY RECORDS, EMPLOYEE
PAYMENT CARD DATA, 30
PAYROLL AND EARNINGS RECORDS, 31
PAYROLL DEDUCTION RECORDS, 32
PENSION PLAN ENROLLMENT FORMS, EMPLOYEE.
SEE RETIREMENT RECORDS
PERFORMANCE REVIEWS, EMPLOYEE, 53
PERMISSIONS, 73
PERSONNEL ACTION NOTICES, 53
PERSONNEL RECORDS, 43
PERSONNEL RECORDS (OFFICIAL COPY), 54
PERSONNEL RECORDS (SUPERVISOR COPY), 54
PEST CONTROL, 12
PETITIONS (CONSTITUENT). *SEE* CONSTITUENT
COMMENTS, COMPLAINTS, PETITIONS, AND
SERVICE REQUESTS
PETTY CASH. *SEE* ACCOUNTS RECEIVABLE
PHONE LOGS, 12
POLICIES AND PROCEDURES, 13
POLICIES AND PROCEDURES (PERSONNEL), 55
POLL LIST, 13
POLYGRAPH RECORDS, EMPLOYEE, 55
POPULAR ANNUAL FINANCE REPORT, 77
POSITION CLASSIFICATION, 56
POSITION CONTROL, 56
POSITION DESCRIPTIONS, 56
POSITION EVALUATIONS, 56
POSITION HISTORY, 56
POSITION REQUISITION AND ANALYSIS RECORDS.
SEE POSITION CLASIFICATION, CONTROL, AND
HISTORY
POWELL BILL RECORDS, 32
PRE-TRIAL RELEASE PROGRAM RECORDS, 74
PRICE QUOTATIONS, 13
PROCEDURES (GIS RECORDS). *SEE* GEOGRAPHIC
INFORMATION SYSTEM (GIS) INTERNAL
STANDARDS AND PROCEDURES

PROCLAMATIONS AND ORDERS, 14
PROJECT DOCUMENTATION (INFORMATION
TECHNOLOGY), 64
PROJECT RECORDS (GIS RECORDS). *SEE* GEOGRAPHIC
INFORMATION SYSTEM (GIS) PROJECT RECORDS
PROJECTS, 14
PROPERTY INVENTORIES, 10
PROPERTY MANAGEMENT RECORDS, 14
PUBLIC BODIES
 \AGENDA AND MEETING PACKETS, 15
 \APPLICATIONS FOR APPOINTMENT, 15
 \APPOINTMENT REPORTS, 15
 \AUDIO AND VIDEO RECORDINGS OF MEETINGS,
 15
 \CORRESPONDENCE, 16
 \MEETING NOTICES, 16
 \MEMBER FILES, 16
 \MINUTES, 17
PUBLIC HEARINGS, 77
PUBLIC RECORDS REQUESTS, 78
PUBLIC RELATIONS RECORDS, 75
PUBLICATIONS RECEIVED. *SEE* REFERENCE (READING)
FILE
PUBLICITY RECORDS, 78
PURCHASE ORDERS, 32

Q

QUALIFIED PRODUCTS LISTS, 32

R

RATE SCHEDULES, 17
REBATE PROGRAM RECORDS, 18
RECONCILIATIONS (FINANCIAL), 25
RECORDS BACKUPS, SYSTEM MAINTENANCE
RECORDS, 65
RECORDS MANAGEMENT, 18
RECRUITMENT RECORDS, 56
REFERENCE (READING) FILE, 18
REFUND REPORTS. *SEE* FINANCIAL REPORTS
REGULATORY RECORDS (EXTERNAL). *SEE*
LEGISLATION AND REGULATORY RECORDS
RELEASE FORMS, 74
REPAIR RECORDS. *SEE* EQUIPMENT AND VEHICLE
MAINTENANCE, REPAIR, AND INSPECTION
RECORDS
REPAIR RECORDS, FACILITY, 7
REPORTS AND STUDIES, 19
REQUEST FOR CHANGE IN LOCAL GOVERNMENT
RECORDS SCHEDULE, 19
REQUEST FOR DISPOSAL OF ORIGINAL RECORDS
DUPLICATED BY ELECTRONIC MEANS, 21

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, 20
 REQUESTS FOR INFORMATION, 20
 REQUESTS FOR PROPOSALS, 20
 REQUISITIONS, 33
 RESOLUTION DEVELOPMENT RECORDS, 20
 RESOLUTIONS, 20
 RESPIRATOR PROGRAM RECORDS. *SEE* EMERGENCY DRILLS AND EQUIPMENT RECORDS
 RETIREMENT RECORDS, EMPLOYEE, 57
 RETURNED CHECKS. *SEE* ACCOUNTS UNCOLLECTABLE
 RISK MANAGEMENT RECORDS, 80

S

SAFETY DATA SHEETS, 85
 SALES AND USE TAX REPORTS. *SEE* TAX RETURNS
 SALES INFORMATION. *SEE* ACCOUNTS RECEIVABLE
 SCANNING RECORDS. *SEE* DIGITIZATION AND SCANNING RECORDS
 SCHOLARSHIP RECORDS, 33
 SEASONAL WORKER RECORDS, 57
 SECONDARY EMPLOYMENT, 57
 SECURITY RECORDS, EMPLOYEE, 82
 SECURITY VIDEO RECORDINGS. *SEE* OFFICE AND PROPERTY SECURITY RECORDS
 SELF-INSURER CERTIFICATIONS. *SEE* INSURANCE POLICIES
 SERVICE AWARDS AND COMMENDATIONS, 58
 SERVICE REQUESTS (CONSTITUENT). *SEE* CONSTITUENT COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS
 SETTLEMENTS, 74
 SHIFT PREMIUM PAY, 33
 SOCIAL MEDIA, 78, 12
 SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, 64
 SPACE NEED STUDIES. *SEE* REPORTS AND STUDIES
 SPECIAL EVENT RECORDS. *SEE* FUND DRIVE AND EVENT RECORDS
 SPEECHES, 78
 STAFF MEETINGS FILE, 21
 STANDARDS (GIS RECORDS), 37
 STATE AND OTHER COUNTY PROGRAMS. *SEE* REFERENCE (READING) FILE
 STATE OF EMERGENCY, 80
 STATEMENTS OF BACK PAY, 33
 STOLEN PROPERTY REPORTS, 84
 STRATEGIC PLAN, 21
 STREET CENTERLINE, 40
 SUGGESTIONS, EMPLOYEE, 58
 SURPLUS PROPERTY, 21
 SURVEYS, EMPLOYEE, 58

SYSTEM ACCESS RECORDS (INFORMATION TECHNOLOGY), 64
 SYSTEM DOCUMENTATION RECORDS, 64
 SYSTEM MAINTENANCE RECORDS
 \HARDWARE REPAIR OR SERVICE, 65
 \RECORDS BACKUPS, 65

T

TAX FORMS, 34
 TAX RETURNS, 34
 TECHNICAL PROGRAM DOCUMENTATION, 65
 TEMPORARY EMPLOYEE RECORDS. *SEE* PERSONNEL RECORDS (OFFICIAL COPY)
 TEXT MESSAGES, 12
 TIME SHEETS, CARDS, AND ATTENDANCE RECORDS, 34
 TRACKING MATERIALS, 21
 TRAINING RECORDS, EMPLOYEE, 58
 TRAVEL REIMBURSEMENTS, 35
 TRAVEL REQUESTS, 22
 TSERS MONTHLY REPORTS. *SEE* GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS

U

UNEMPLOYMENT COMPENSATION CLAIMS, 59
 UNEMPLOYMENT COMPENSATION REPORTS, 59
 UNEMPLOYMENT INSURANCE, 59
 UTILITY USAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
 UTILITY USAGE LOGS. *SEE* PHONE LOGS
 UTILITY USAGE LOGS AND BILLS. *SEE* ACCOUNTS PAYABLE

V

VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS. *SEE* EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS
 VEHICLE MILEAGE LOG. *SEE* EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS
 VEHICLE REFERENCE RECORDS, 7
 VEHICLE REGISTRATION CARDS, 22
 VEHICLE TITLES, 74
 VEHICLE USAGE RECORDS, 7
 VENDORS, 35
 VERIFICATION OF EMPLOYMENT RECORDS, 59
 VETERANS COMMISSION QUARTERLY REPORTS. *SEE* REPORTS AND STUDIES
 VOIP RECORDS, 66

VOLUNTEER RECORDS, 59
VOUCHERS. *SEE* ACCOUNTS RECEIVABLE

W

W-2 FORMS. *SEE* TAX FORMS
W-4 FORMS. *SEE* TAX FORMS
WARRANTIES. *SEE* EQUIPMENT AND VEHICLE
MAINTENANCE, REPAIR, AND INSPECTION
RECORDS
WEB MANAGEMENT AND OPERATIONS RECORDS
STRUCTURE, 66
WEBSITE (ELECTRONIC), 79
WORK ORDERS, 22

WORK SCHEDULES AND ASSIGNMENT RECORDS,
EMPLOYEE, 60
WORKERS' COMPENSATION PROGRAM
ADMINISTRATION, 60
WORKERS' COMPENSATION PROGRAM CLAIMS, 60
WORKFORCE DEVELOPMENT
 \LOCAL AREA JOB TRAINING PLAN RECORDS, 86
WORKFORCE DEVELOPMENT
 \AUDIT/AUDIT RESOLUTIONS, 86
WORKFORCE DEVELOPMENT
 \PARTICIPANT RECORDS, 86
WORKFORCE DEVELOPMENT RECORDS, 86
WORKSHOPS, 76

RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

Approval	iv
Front Matter	
Executive Summary	v
Legend for Records Schedule	vi
Records Retention and Disposition Schedule	
Standard 10: Airport Authority Records	1
Standard 11: Animal Services Records	3
Standard 12: Code Enforcement and Inspection Records	5
Standard 13: Emergency Medical Services and Fire Department Records	12
Standard 14: Parks and Recreation Records	16
Standard 15: Planning and Regulation of Development Records	19
Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records	25
Standard 17: Public Transportation Systems Records	31
Standard 18: Public Utilities and Environmental/Waste Management Records	34
Standard 19: Street Maintenance, Public Works, and Engineering Records	46
Standard 20: Law Enforcement Records (excluding Sheriff's Office)	53
Standard 21: Tax Records (for municipalities)	73
Appendix	
Managing Public Records in North Carolina	A-1
Audits, Litigation, and Other Official Actions	A-5
Transitory Records	A-6
Destruction of Public Records	A-8
Sample Destructions Log	A-10
Electronic Records: E-mail, Born Digital Records, and Digital Imaging	A-11
Geospatial Records	A-13
Security Preservation Record Copies	A-15
Disaster Assistance	A-17
Staff Training	A-18
Request Forms	
Request for Change in Records Schedule	A-19
Request for Disposal of Unscheduled Records	A-20
Request for Disposal of Original Records Duplicated by Electronic Means	A-21
File Plan	A-22
Index	A-23

Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

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.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

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.

Electronic Records

All local government agencies 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. Agencies 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.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies 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*.” All local government agencies hereby agree that they will 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*.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

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. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager

Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body

Title: _____



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

County/Municipality: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or Includes confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page A-5.

STANDARD 10: PROGRAM OPERATIONAL RECORDS – AIRPORT AUTHORITY RECORDS

Official records and materials created and accumulated incidental to the operation of a county or municipal airport.

ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.01	ACCESS CONTROL RECORDS Records concerning employee or contractor access to facilities or resources.	Destroy in office 1 year after expiration.	
10.02	AIR SPACE CONSTRUCTION Applications to construct structures which may obstruct flight space. Includes correspondence and related records.	Destroy in office after 5 years.	
10.03	AIRFIELD INSPECTION Records concerning airfield inspections on runway conditions, fueling agents, fire and rescue facilities, ground vehicle control and other airport condition information.	Destroy in office after 1 year.	Authority/Retention: 14 CFR 139.301
10.04	AIRPORT MASTER RECORD Federal Aviation Administration (FAA) form 5010 documenting basic information concerning airports.	Destroy in office when superseded or obsolete.	



ITEM #	STANDARD 10: AIRPORT AUTHORITY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.05	LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS Records documenting local government and airport authority land use and development planning.	Retain in office permanently.	
10.06	RADIO LOGS Records of radio calls received and placed.	Destroy in office after 1 year.	

STANDARD 11: PROGRAM OPERATIONAL RECORDS – ANIMAL SERVICES RECORDS

Records created and received during the conduct of animal services programs.

NOTE: Some records are covered by General Records Schedule: Local Government Agencies and, therefore, are not listed separately here. See Reference (Reading) File and Reports and Studies (Administration and Management Records).


<i>ITEM #</i>	<i>STANDARD 11: ANIMAL SERVICES RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
11.01	ANIMAL ABUSE AND CRUELTY RECORDS Includes complaints, citations and/or compliance orders, and other related records.	Destroy in office after 5 years.*	See G.S. 14-360 for definition of animal cruelty.
11.02	ANIMAL COMPLAINT RECORDS Includes complaints of animal nuisances.	Destroy in office after 3 years.*	
11.03	ANIMAL CONTROL RECORDS Records of animal control calls. Includes information regarding animal bites, animals received from residents, strays caught, animals taken to shelter or returned to owner, use of tranquilizer guns, and other related records. Also includes citations and/or compliance orders issued to animal owners for violations of government ordinances.	a) Destroy in office records concerning dangerous animals when known dead or after 10 years. b) Destroy in office animal control citations and compliance orders after 3 years.* c) Destroy in office remaining records after 1 year.	

ITEM #	STANDARD 11: ANIMAL SERVICES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.04 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Confidentiality: G.S. 132-1.2 (2)
11.05 	ANIMAL SHELTER RECORDS Records of animals impounded at the shelter, including date of impoundment, length of impoundment, disposition of animal, and any other information required by rules adopted by the State Board of Agriculture. Also includes certificates of animal release (e.g., adoption, reclaim, transfer, return to field) and owner contact records.	Destroy in office 3 years after date of impoundment.	Authority/Retention: G.S. 19A-32.1(j) Confidentiality (for specific counties): G.S. 132-1.15
11.06	CONTROLLED SUBSTANCE EUTHANASIA LOG Includes amount of controlled substances used.	Destroy in office after 2 years.	Retention: 21 CFR 1304.04
11.07	HISTORIES OF PET OWNERS Records concerning information for each animal owner who violates government ordinances. Includes complaint forms and other related records.	Destroy in office after 3 years.*	
11.08	RABIES VACCINATION RECORDS Includes rabies vaccination certificates submitted to agency by area veterinarians.	Destroy in office after 3 years.	Authority: G.S. 130A-189

STANDARD 12: PROGRAM OPERATIONAL RECORDS – CODE ENFORCEMENT AND INSPECTION RECORDS


Official records and materials created and accumulated during the conduct of local government code enforcement and inspection programs.

NOTE: Some records are covered by the General Records Schedule: Local Government Agencies and, therefore, are not listed separately here.

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.01	AIR POLLUTION SOURCE INFORMATION Includes records for facilities which are no longer operational.	Destroy in office after 2 years.*	
12.02	 BLUEPRINTS AND SPECIFICATIONS Records concerning blueprints and specifications of local government owned buildings and facilities, or drawings submitted when applying for a building permit for new construction. Includes as-built plans and related records concerning approved changes or used in determining code compliance and enforcement of building code. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain agency blueprints and specifications for life of structure. b) Destroy in office commercial blueprints and specifications 1 year after completion of project. c) Destroy in office residential blueprints and specifications when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.03	BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS Records documenting applications for permits from property owners to erect new structures or manufactured homes, or to make structural modifications, demolition, fire permits, or the installation of plumbing, electrical, or mechanical systems. Includes permits, inspection reports, inspector's worksheets, inspection requests, denial reports, sketches, correspondence (including e-mail), and contractor change forms.	a) Destroy in office permits, applications, and inspection reports (or worksheets) 6 years after Certificate of Occupancy is issued or project is complete (inactive). b) Destroy in office Certificate of Occupancy 6 years after permit is expired. c) Destroy in office remaining records, including applications for which a permit was never issued, when reference value ends.± Agency Policy: Destroy in office after _____	
12.04	CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS Records concerning decontamination compliance.	Destroy in office 3 years after documented decontamination is complete.	
12.05	DROUGHT CONTINGENCY PLANS Includes water conservation plans in the event of a drought.	Destroy in office when superseded or obsolete.	
12.06	EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES Includes settled legal matters and penalties. SEE ALSO: Violations: Building and Housing, below.	Destroy in office 6 years after settlement.*	

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.07	EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans as well as revisions and addenda.	a) Destroy in office approved plans 6 years after approval or last revision and/or addendum. b) Destroy in office non-approved plans after 3 years.	
12.08	EXEMPTION (VARIANCE) RECORDS Records concerning exemptions and variances concerned with the installation of water, sewer, gas, or electric lines.	a) Destroy in office 5 years after expiration.* b) Destroy in office records for which an exemption or variance was not issued after 3 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.09	GOING-OUT-OF-BUSINESS LICENSES Records concerning licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year expiration.	
12.10	GROUNDWATER MONITORING RECORDS Includes all groundwater monitoring wells and associated groundwater surface elevations.	Destroy in office after 5 years.*	Authority: 15 NCAC 2C .0100
12.11	ILLEGAL DUMPING FILE Records concerning illegal dumping complaints received. SEE ALSO: Violations: Solid Waste Management, below.	Destroy in office after 5 years.*	
12.12	INSPECTIONS Inspections conducted by local government agencies concerning enforcement of state and local laws, codes, and ordinances.	Destroy in office after 6 years.*	

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.13	LEAD AND COPPER COMPLIANCE RECORDS Includes all monitoring records required by federal, state, and local regulations.	Destroy in office after 12 years.*	Retention: 40 CFR 141.91
12.14	LANDFILL TONNAGE AND COST FILE	Destroy in office after the 5 year reporting period is complete.	
12.15	PERMITS: CONSTRUCTION Records documenting applications and permits regarding sign installation, fencing, swimming pools, driveways, or similar activity required by local ordinance. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Miscellaneous (Non-Building) Applications, Licenses, and Permits (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Destroy in office 3 years after completion of project. b) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after _____	
12.16 	PERMITS: PUBLIC UTILITIES PROJECTS Records documenting permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain in office approval letters and supporting documentation permanently. b) Destroy in office permits 6 years after expiration, cancellation, revocation, or denial.*	Authority: 40 CFR 122.28 15A NCAC 18C .0300 Confidentiality: 15A NCAC 02H .0115

ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.17	RECREATIONAL VEHICLE REGISTRATION RECORDS Records concerning issuance of registrations/decals for recreational vehicles. Includes, but is not limited to, golf carts, canoes, and mopeds as well as proof of insurance and renewals.	Destroy in office 1 year after expiration.*	
12.18	UNSAFE BUILDINGS FILE Records documenting inspections and notifications to owners of unsafe conditions relative to a particular structure. SEE ALSO: Violations: Building and Housing, below.	Destroy in office after 6 years provided all issues have been resolved.*	
12.19	VALVE OPERATION FILE	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	
12.20	VIOLATIONS: BUILDING AND HOUSING Records documenting violations of building and fire code, minimum housing, and erosion and sediment control. Includes complaints, summons, notices, appeals, and other information created or compiled during the course of investigation and resolution of each alleged violation. SEE ALSO: Water Analysis, below.	a) Destroy building code violations in office 6 years after verification of correction. b) Destroy remaining records in office 3 years after verification of correction.*	



ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.21	VIOLATIONS: SOLID WASTE MANAGEMENT Includes complaints, notices of violations, citations, investigation records, court documents, and other related records issued by solid waste environmental enforcement programs.	Destroy in office 7 years after resolution of case.*	
12.22	VIOLATIONS: WATER CONSERVATION Records concerning notices of water conservation violations.	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	
12.23	WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS	Destroy in office after 5 years.*	Authority: 15A NCAC 2B .0505
12.24	WASTEWATER QUALITY ANALYSIS RECORDS	a) Destroy in office analysis reports after 3 years.* b) Destroy in office monitoring and calculation sheets after 1 year.*	Authority: 15A NCAC 2B .0505


ITEM #	STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.25	WATER ANALYSIS Records concerning bacteriological, chemical, radiological, and physical analyses and climatological observations as well as records of actions taken to correct violations. SEE ALSO: Violations: Building and Housing and Violations: Water Conservations, above.	a) Destroy in office records of chemical and radiological analysis after 10 years. b) Destroy in office records of bacteriological and turbidity analysis after 5 years. c) Destroy in office records of actions taken to correct violations 3 years after last corrective action taken. d) Destroy in office remaining records after 5 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.26	WATER SYSTEM OPERATIONS RECORDS Records concerning the operations of water supply, treatment, distribution, and collection. Includes backflow prevention reports, flow reports, capacity studies, pump station reports, and similar records that summarize	Destroy in office after 10 years.	Retention: 40 CFR 141.33 15A NCAC 18C .1526
12.27	WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE	Destroy in office after 5 years.*	


STANDARD 13: PROGRAM OPERATIONAL RECORDS – EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS


Official records documenting the primary functions of emergency services programs and fire departments.

Footage from body-worn cameras is scheduled by the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS (General Schedule), and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.

ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.01 	911 COMMUNICATION RECORDS AND RECORDINGS Records documenting any communications made by the public with 911. Includes transcripts and recordings of 911 calls received, transcripts of text messages received by 911, and computer-aided dispatch (CAD) reports. SEE ALSO: Dispatch Records and Recordings, below AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS)	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.5 G.S. 132-1.4(c)(4) Retention: G.S. 132-1.4(i)
13.02 	AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Records concerning equipment used, patient location, nature of call, vital signs and other physical signs, care rendered, medicine ordered, etc.	a) Transfer copy of report to the admitting hospital for inclusion into patient's medical record. b) Destroy original in office after 3 years.*	Confidentiality: G.S. 130A-12

ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.03	BUILDING AND FIRE SAFETY SYSTEM PLANS Records concerning plans and fire safety systems of commercial, industrial, and government-owned properties.	Destroy in office when superseded or obsolete.	
13.04	 DISPATCH RECORDS AND RECORDINGS Records and recordings concerning activities during an emergency services dispatch. Includes company run reports and fire journals as well as ambulance dispatch and service run records. Also includes footage from body-worn cameras of EMS and Fire Department personnel when responding to an emergency if not otherwise included in a separate item. SEE ALSO: 911 Communication Records and Recordings, above AND PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Communication Records (STANDARD 20: LAW ENFORCEMENT RECORDS).	Destroy in office after 30 days, if not made part of a case file.*	Confidentiality: G.S. 132-1.4 G.S. 143-518 45 CFR 164.501 42 U.S.C. 1395x
13.05	FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE Records documenting licenses and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
13.06	FIRE DISPATCH FILE Records concerning fire dispatch zones. Includes maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	


ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.07	FIRE INVESTIGATION CASE FILES Records concerning investigations of fire. Includes reports, photographs, evidence, and other related records.  SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Case File: Felonies AND Case File: Misdemeanors (STANDARD 20: LAW ENFORCEMENT RECORDS).	a) Retain in office permanently when loss of life occurs or if a publicly-owned building is involved.* b) Destroy in office after 10 years when arson is involved.* c) Destroy in office after 5 years when cause of fire is determined to be accidental and no loss of life occurs.*	Confidentiality: G.S. 132-1.4
13.08	FIRE SAFETY INSPECTIONS AND PERMITS Records documenting inspections of and permits issued for fire protection measures and procedures for systems and buildings.	a) Destroy in office inspections with no defects after 3 years. b) Destroy in office inspections with noted defects 3 years after defects are corrected.* c) Destroy in office permits 3 years after expiration.	
13.09	NORTH CAROLINA FIRE INCIDENT REPORT Includes report required by state statute to document certain fire incidents. <i>For retention of copies of fire incident reports filed with other agencies, see: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Reports (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</i>	Retain original report permanently.	Authority/Retention: G.S. 58-79-45

ITEM #	STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.10 	PHARMACEUTICAL AND NARCOTICS RECORDS Records documenting the administration of pharmaceuticals and narcotics to patients as required by the Drug Enforcement Agency.	Destroy in office after 3 years.*	Authority: 21 CFR 1310.03 Confidentiality: G.S. 130A-12 Retention: 21 CFR 1310.04

STANDARD 14: PROGRAM OPERATIONAL RECORDS – PARKS AND RECREATION RECORDS

Records created and received by Parks and Recreation departments.

ITEM #	STANDARD 14: PARKS AND RECREATION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.01	ADMISSION RECORDS Records of admissions to parks or recreation facilities.	Destroy in office after 3 years.*	
14.02	CITATIONS RECORDS Citations issued by park personnel to persons who violate park rules and regulations.	Destroy in office after 2 years.	
14.03	OFFICIALS FILE Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail). SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 4: HUMAN RESOURCES RECORDS) for disposition of payment records.	Destroy in office after 3 years.	

ITEM #	STANDARD 14: PARKS AND RECREATION RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.04	<p>PARKS PLANNING FILE Records concerning master plans and working plans for each park property and recreational facility which show layout, topography, and proposed developments and improvements. Includes drainage and resource maps, aerial maps, site analysis drawings, construction plans, and as-built drawings.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS) AND GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Parks (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS (GIS) RECORDS).</p>	<p>a) If an element of the Strategic Plan, destroy in office when reference value ends.± Agency Policy: Destroy in office after _____</p> <p>b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.</p>	
14.05	<p>POOL RECORDS Records concerning monthly reports indicating operational data, chemicals used, chlorination levels and other information relating to pool construction, maintenance, and health and safety.</p>	Destroy in office after 1 year.	
14.06	<p> RECREATION PROGRAMS Records concerning athletic and recreation programs. Includes staff notes, lesson plans, course descriptions, instruction manuals, schedules, team rosters, reservation records, copies of receipts for fees paid, age verification records, and concession operators list.</p>	<p>a) Destroy in office program records after 3 years.</p> <p>b) Destroy age verification records when reference value ends.± Agency Policy: Destroy in office after _____</p>	Confidentiality: G.S. 132-1.12

<i>ITEM #</i>	<i>STANDARD 14: PARKS AND RECREATION RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
14.07	TICKET STUBS	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	

STANDARD 15: PROGRAM OPERATIONAL RECORDS – PLANNING AND REGULATION OF DEVELOPMENT RECORDS

Official records and materials created and accumulated during the conduct of local government planning, regulation of development, and zoning programs.

Community Development Block Grants (CDBG) records are found in Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.01	BOARD OF ADJUSTMENT CASE FILES AND INDEXES Cases submitted to the board requesting variances from current zoning ordinances. Includes indexes to cases reviewed by the board.	a) Retain indices in office permanently. b) Destroy in office case files after 6 years.*	Retention: G.S. 1-50(5)

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.02	CERTIFICATES OF APPROPRIATENESS Certificates submitted by the Historic Preservation Commission allowing alterations to exterior portions of building and structures on or within historic landmarks and districts. Includes applications and other related records.	a) Retain in office certificates for life of structure and then destroy. b) Destroy in office denied applications when reference value ends. ± Agency Policy: Destroy in office after _____ c) Destroy in office remaining records when reference value ends. ± Agency Policy: Destroy in office after _____	Authority: G.S. 160A-400.9
15.03	COMPREHENSIVE PLAN AND AMENDMENTS Official copies of comprehensive plan and all background surveys, studies, reports, draft versions of plans, and supporting documentation. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain in office permanently adopted plan and amendments. b) Destroy in office remaining records 3 years after adoption of plan.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.04	CONDITIONAL USE PERMIT RECORDS AND INDEX Records concerning applications for conditional use permits. Permits allow for the construction of buildings, on the condition that impacts on neighborhoods are mitigated. Includes original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence (including e-mail). Also includes reference copies of variances or exceptions from zoning regulations granted by the Board of Adjustment.	a) Destroy in office 3 years after discontinuance of use. b) Destroy in office applications for which a permit was never issued when reference value ends. ± Agency Policy: Destroy in office after _____	
15.05	DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, COMMON AREAS, ETC.	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	Authority: G.S. 47C-2-103
15.06	ENVIRONMENTAL IMPACT STUDIES Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Retain in office permanently.	
15.07	OPEN SPACE CLASSIFICATION CASE FILE	Retain in office permanently.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.08	PERMITS: TEMPORARY MANUFACTURED HOME Records created to temporarily authorize the location of a manufactured home on the same lot as a single family residence.	Destroy in office 6 years after permit expires.	Retention: G.S. 1-50(5)
15.09	PERMITS: ZONING COMPLIANCE For residential uses, non-residential uses, and accessory structures.	a) Retain in office permits concerning subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office permits concerning subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other permits and related records 6 years after last entry.	Retention: G.S. 1-50(5)
15.10	PETITION & REGULATION RECORDS	Destroy in office after 5 years.*	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.11	PLANNING REVIEW CASE FILE For required review of site plan, zoning variance, special permit, change of zoning, subdivision creation or enlargement, municipal or county planning action, or other required review; including, but not limited to, maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence (including e-mail), and record of final determination.	a) Retain plan reviews and related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where county or municipality is lead agency, permanently. b) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where county or municipality is not lead agency, 6 years after last entry. c) Destroy in office any other mandatory reviews and related records 6 years after last entry.	Retention: G.S. 1-50(c)
15.12	REZONING RECORDS AND INDEXES Records concerning applications to rezone property within the county or municipality. Includes original applications, review forms, maps of areas involved, copies of investigative reports, copies of relevant planning board minutes, notices of hearings, and development agreements.	Retain in office permanently.	

ITEM #	STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.13	SUBDIVISION RECORDS Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc. Also includes preliminary subdivision and group development site plans. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps: Plats (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEMS RECORDS).	a) If not filed in Register of Deeds or similar agency, retain in office permanently. b) If filed in Register of Deeds or similar agency, destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	
15.14	VARIANCES Includes zoning variances, watershed variances, and subdivision variances.	Retain official copies permanently in the minutes of the Board of Adjustment or other governing body.	
15.15	VIOLATIONS: ZONING Records concerning notices of zoning violations.	Destroy in office after 6 years.*	Retention: G.S. 1-50(5)


STANDARD 16: PROGRAM OPERATIONAL RECORDS – PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS


Official records and materials created and received by public housing authorities, redevelopment commissions, and entitlement communities operated by local government agencies. Where there is a local funding match required to qualify for grant programs, all records should be retained according to the grant requirements listed below.

NOTES: Some records, such as those for Section 8 assistance, are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here. See Bond Closing Records (Budget, Fiscal, and Payroll Records), Grants (Administration and Management Records), and Grants: Financial (Budget, Fiscal, and Payroll Records). 24 CFR Parts 50-58 lay out the environmental review responsibilities of entities but do not establish specific retention requirements, so these records should be handled in accordance with the requirements of the funding source.

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.01	APPRAISAL PROJECT FILE Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and building within proposed project areas. File may also include assessments of architectural and historical significance and condition of the involved structures and real estate.	a) Retain records with historical value permanently. b) Destroy in office remaining records 5 years after completion of abandonment of project.*	

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.02	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS Records concerning the administration of projects funded under the Community Development Block Grant (CDBG) program, including both direct grants and regrants. Includes applications, reports, audits, certificates, maps, and other related records.	a) Retain records with historical value permanently. b) Destroy in office rejected applications after 1 year. c) Destroy in office remaining records 4 years after execution of the closeout agreement for the grant.	Retention: 24 CFR 570
16.03	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES Records concerning individual activities under the Community Development Block Grant (CDBG) program for which there are outstanding loan balances, other receivables, or contingent liabilities. Includes reports, audits, and other related records.	a) For recipients, destroy in office 3 years after the receivables or liabilities have been satisfied. b) For subrecipients, destroy in office after such receivables or liabilities have been satisfied.	Retention: 24 CFR 570.502(a)(7)(i)(B)
16.04	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY Records concerning real property which was acquired or improved in whole or in part using Community Development Block Grant (CDBG) funds. Includes reports, audits, and other related records.	a) For recipients, destroy in office 3 years after these provisions no longer apply to the activity. b) For subrecipients, destroy in office when these provisions no longer apply to the activity.	Authority: 24 CFR 570.503(b)(7) 24 CFR 570.505 Retention: 24 CFR 570.502(a)(7)(i)(B)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.05	CONTINUUM OF CARE RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes required Federal compliance records, program records, financial records, and other related records.	a) Destroy in office records documenting the acquisition, new construction, or rehabilitation of a project site 15 years after the date site is first occupied/used. b) Destroy in office program participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. c) Destroy in office all remaining records after 5 years.	Retention: 24 CFR 578.103(c)
16.06 	CRIMINAL RECORDS CHECKS Records received by the local agency to screen applicants for admission to covered housing programs and for lease enforcement or eviction.	Destroy in office once the purpose for which the record was requested has been accomplished, including expiration of the period for filing a challenge to the PHA action without institution of a challenge or final disposition of any such litigation.	Confidentiality/ Retention: 24 CFR 5.903(g) 24 CFR 5.905(c)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.07 	EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes case management records for program participants, required federal compliance records, program records, financial records, and other related records.	a) Destroy records supporting the expenditure of federal funds passed through NC Department of Health and Human Services (DHHS) on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions. b) Destroy in office records documenting renovation of an emergency shelter 10 years after the date that ESG funds are first obligated for the renovation. c) Destroy in office participant records 5 years after the expenditure of all funds from the grant under which the program participant was served. d) Destroy in office all remaining records after 5 years.	Confidentiality: 24 CFR 576.500(x) Retention: 24 CFR 576.500(y)
16.08	FAÇADE PROJECT FILES Records documenting the re-granting of funds received by the agency to restore exteriors of architecturally important structures in project areas. Includes contracts, photographs, and correspondence.	Retain in office permanently.	

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.09	HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes records concerning designation as a participating jurisdiction, program records, project records, Community Housing Development Organizations records, financial records, program administration records, records concerning other federal requirements, and other related records.	a) Destroy in office rental assistance records 5 years after termination of assistance.* b) Destroy in office written agreements 5 years after termination.* c) Destroy in office 5 years after the affordability period terminates records of individual tenant income verifications, projects rents and inspections, and documents imposing recapture/resale restrictions. d) Destroy in office records covering displacements and acquisition 5 years after final payment.* e) Destroy in office remaining records after 5 years.*	Authority/Retention: 24 CFR 92.508
16.10	HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes verifications of disability, grant agreements, performance reports, and other related records.	Destroy in office 5 years after the end of the grant term.	Retention: 24 CFR 582.301(c) 24 CFR 583.305(c)

ITEM #	STANDARD 16: PUBLIC HOUSING AUTHORITIES, REDEVELOPMENT COMMISSIONS, AND ENTITLEMENT COMMUNITIES RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.11	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) RECORDS Records documenting the participation of the agency in funding by the Department of Housing and Urban Development. Includes grant agreements, performance reports, and other related records.	Destroy in office after 5 years.	Authority/Retention: 24 CFR 574 24 CFR 5.106(d)
16.12	LANDLORD MONITORING RECORDS Records documenting monitoring of landlords of properties used in affordable or subsidized housing programs. Includes certifications and forms and other compliance-related records.	Destroy in office after 5 years.	
16.13	REDEVELOPMENT PLANS Records concerning redevelopment projects. Includes documentation of the review and certification process.	a) Retain in office permanently records concerning approved redevelopment projects. b) Destroy in office remaining records 2 years after rejection.	

STANDARD 17: PROGRAM OPERATIONAL RECORDS – PUBLIC TRANSPORTATION SYSTEMS RECORDS

Records received and created by area transit systems and authorities necessary to meet all statutory requirements.

NOTE: Some records are covered by the Local Government Agencies General Records Retention and Disposition Schedule and, therefore, are not listed separately here.

Comply with requirements of the Federal Transit Administration's **Best Practice Procurement Manual**, Master Agreement MA(11) Section 8 manual.

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.01	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS Includes driver's daily assignments, dispatch records, logs of passenger pick-ups and drop-offs, manifests, trip requests, and appeal forms.	Destroy in office after 5 years.*	Authority: 2 CFR 200.333
17.02	AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS Vouchers submitted by private transportation companies for reimbursement for alternative transportation of public transit clients.	Destroy in office after 5 years.*	Authority: 2 CFR 200.333
17.03	AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS	Destroy in office after 1 year.	Authority: 2 CFR 200.333

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.04	APPLICATIONS FOR ART-IN-TRANSIT Applications and supporting documentation submitted by regional and national artists for exhibit on agency property.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
17.05	APPLICATIONS FOR DISCOUNT PASSES Applications, certificates of disability, and supporting documentation used to apply for discount passes.	Destroy in office 3 years after service is terminated or denied.	
17.06	APPLICATIONS FOR TRANSIT SERVICE Includes customer applications, eligibility assessment records, correspondence (including e-mail), health information, riders' guides, and related records.	Destroy in office 3 years after service is terminated or denied.	
17.07	CUSTOMER (RIDER) IDENTIFICATION RECORDS Records concerning customer identification, approvals, denials, and related information.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
17.08	DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS Includes company's articles of incorporation, financial statements, signed affidavits, letters of reference, declarations, Federal Schedule A or B, and related correspondence (including e-mail).	a) Destroy in office company-specific records 5 years after company is removed from certified list. b) Destroy in office related DBE program records, including Federal Transit Administration reports, 5 years from date record was created.	Authority: 2 CFR 200.333
17.09	OPERATOR SHIFT INSPECTION RECORDS Reports and similar records of operator's inspections of vehicle at the beginning and end of shift.	Destroy in office after 5 years.	Authority: 2 CFR 200.333

ITEM #	STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.10	ROUTE HISTORY RECORDS Includes descriptions of routes, bus stops, passenger lists, and other related records.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
17.11	SEAT BELT AND RESTRAINT SYSTEM RECORDS Records concerning the use and installation of seat belts and other restraint systems in vehicles.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
17.12	TRANSIT SCHEDULES Printed route schedules and related information used to generate schedules.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
17.13	VANPOOL DRIVER APPLICATIONS Applications and supporting records submitted by persons operating vanpool vehicles.	a) Destroy in office accepted applications 3 years after person leaves program. b) Destroy in office applications for persons not accepted for program after 1 year.	

STANDARD 18: PROGRAM OPERATIONAL RECORDS – PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS

Official records and materials created and accumulated for use by municipal and county sanitation, water, sewage, electrical, and gas operations. Also contains environmental management records accumulated for use by erosion and sediment control, flood control, and monitoring of pollution. Comply with applicable provisions of G.S. §132-1.7 regarding confidentiality of public infrastructure detailed plans and drawings.



ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.01	ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____ b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Authority: G.S. 130A-309.09A
18.02	ENVIRONMENTAL: CUSTOMER USAGE RECORDS Includes reports, plans or similar records submitted by industrial users or publicly-owned treatment works concerning intended or actual use of the wastewater treatment system.	Destroy in office after 3 years.*	Retention: 40 CFR 403.12(o)(3)
18.03	ENVIRONMENTAL: DAILY DISPOSAL TICKETS Record and/or receipts concerning the disposal of materials at the landfill.	Destroy in office after 3 years.*	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.04	ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Includes discharge and non-discharge monitoring reports submitted to state and/or federal regulatory agencies. Also includes copies of monthly reports required by National Pollution Discharge Elimination System (NPDES) permits.	a) Destroy in office NPDES reports 5 years from date of submission.* b) Destroy in office annual reports 5 years from date of submission.* c) Destroy in office daily reports after 3 years.	Retention: 40 CFR 122.41(3)(j)(2) 15A NCAC 2B .0506
18.05	ENVIRONMENTAL: LANDFILL MONITORING REPORTS Gas and groundwater monitoring records and reports. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) Retain official reports permanently. b) Destroy in office remaining records after 3 years.	Retention: 15A NCAC 13B .1626(10)
18.06	ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Describes the intended schedule of construction, description of on-site waste handling procedures during active life of the facility, contingency plans, description of maintenance of installed equipment, and any other information pertaining to the operation, maintenance, monitoring, or inspections as may be required by federal and state law.	Destroy when superseded or obsolete.*	Authority: G.S. 130A-309.09D

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.07	ENVIRONMENTAL: LANDFILL PERMITS Permits and related records of landfills owned or operated by agency. Includes amendments and hazardous waste management permits.	a) Retain construction and operation permit for life of system and then destroy. b) Destroy in office all other permits and related records after the 5-year reporting period is complete.	Retention: G.S. 130A-294 (b1) (4)
18.08	ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Notices issued by agency concerning improper non-stormwater discharge or disposal. Includes improper disposal of waste or products, chlorinated pool discharge, vehicle maintenance facility runoff, food service waste, and other unregulated commercial and industrial discharges.	Destroy in office one year after resolution.	
18.09	ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS Records allowing parties outside the operator's jurisdiction to dispose of waste at landfill.	Destroy in office 3 years after expiration of agreement.	
18.10	ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)	Destroy in office after 2 years.*	
18.11	EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS Forestry and agricultural affidavits clarifying land use exempt from land-disturbing activity standards.	Destroy in office after 6 years.	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.12	EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS	Destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____	
18.13	EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS Inspections conducted by agency. Includes inspection requests, notices of violations, denial reports, sketches, plans, correspondence (including e-mail), and similar records concerning the construction, modification or demolition of existing and new roads and construction sites.	Destroy in office 6 years after final site inspection.*	
18.14	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS Records concerning permits, including permit logs, issued for site construction.	a) Destroy in office records concerning approved permits 3 years after expiration of permit. b) Destroy in office non-approved permits after 3 years.	
18.15	EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS Includes approved and disapproved plans submitted to agency. Includes revisions, addendums, and records delineating who is financially responsible for the project.	a) Destroy approved plans in office 3 years after expiration. b) Destroy non-approved plans after 3 years.	Authority: 15A NCAC 04B .0118

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.16	EROSION CONTROL: TROUT BUFFER VARIANCES Includes denials and waivers. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Variances (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	a) Destroy in office 6 years after approval of permit. b) Destroy in office after 3 years plans for which a permit was not issued.	Authority: 15A NCAC 04B .0125
18.17	FLOOD CONTROL: FLOOD CERTIFICATIONS Records concerning lot reviews for construction projects submitted to agency. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Permits: Zoning Compliance (STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS).	Destroy in office when superseded or obsolete.	
18.18	FLOOD CONTROL: FLOOD STUDIES Reviews of stream crossings for construction projects submitted to agency.	Retain in office for life of structure and then destroy.*	
18.19	UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Records concerning water distribution and treatment.	a) Destroy in office records concerning the operation of wastewater treatment facilities after 5 years.* b) Destroy in office records concerning the operation of water treatment facilities after 3 years.*	Authority: 15A NCAC 18C .1301

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.20 	UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS Includes authorizations to construct, building plans, and specifications of privately owned utilities. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	a) If an element of the Strategic Plan, destroy in office when reference value ends. ± Agency Policy: Destroy in office after _____ b) If not an element of the Strategic Plan, destroy in office when superseded or obsolete.	Confidentiality: G.S. 132-1.7
18.21	UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute and issued by agency.	a) Destroy in office permits 5 years after expiration, cancellation, revocation or denial.* b) Retain approval letters and supporting documentation permanently.	
18.22	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Records documenting installation, location, specifications, and maintenance history of meters, lines, pipes, pumps, and similar system equipment.	Destroy in office 3 years after equipment is no longer owned and/or operational.	
18.23 	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Strategic Plan (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Retain in office for life of system and then destroy.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.24	UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS	a) Retain project pre-approval and final approval letters for life of system and then destroy. b) Destroy in office remaining records 5 years after project is completed.	
18.25	UTILITIES: LANDLORD AGREEMENTS Agreements to automatically transfer utility accounts to landlords when their tenant vacates a property.	Destroy in office 3 years after expiration of agreement.	
18.26 	UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Includes maps, plats, charts, and similar records showing the location of water mains, valves, hydrants, meters, etc., throughout the system. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Maps, All Other (STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS).	Retain for life of system and then destroy.	Authority: 15A NCAC 18C .0300 Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.27	UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) Includes records concerning the installation or planned installation of meters and connecting any facility to utility system owned or operated by the agency.	a) Destroy in office records verifying installation of meter 3 years after equipment is no longer owned and/or operational. b) Destroy in office notice to property owners of approval of utility installation after 2 years. c) Destroy in office remaining records after reference value ends.± Agency Policy: Destroy in office after _____	
18.28	UTILITIES: PUBLIC UTILITIES INSPECTION FORMS Records relating to the inspection of sanitation, electric, water, gas and sewer utilities submitted to or conducted by agency.	Destroy in office when superseded or obsolete.	

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.29 	UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Includes records documenting installation, authorizations to construct, building plans, location, specifications, and maintenance history, for hydrants, pipes, pumps, valves, and similar system equipment. Includes drainage system maintenance and repair records.	a) Retain in office as built plans and specifications for life of system and then destroy. b) Destroy in office 5 years after equipment is no longer owned and/or operational if unlike replacement occurred. c) Destroy in office 3 years after equipment is no longer owned and/or operational if like replacement occurred. d) Destroy in office background surveys, studies, reports, drafts, and other records when superseded or obsolete.	Authority: 15A NCAC 18C .0300 15A NCAC 2H .0115 Confidentiality: G.S. 132-1.7
18.30	UTILITIES: RECYCLING WATER RECORDS Backwash recycling groundwater records.	Destroy in office when superseded or obsolete.	Authority: 40 CFR 141.76(d)
18.31	UTILITIES: SERVICE INTERRUPTION RECORDS Includes reports, logs, or similar records documenting service interruptions.	Destroy in office after 3 years.*	

ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.32	UTILITIES: TAP AND HOOK UP RECORDS Applications, permits, contracts, logs, or similar records documenting location and installation of water and wastewater hookup and taps.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office denied applications and remaining records when reference value ends. ± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.1(c)
18.33	UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Permits, approval letters, and other related documentation required by local, state, or federal ordinance, regulation, or statute for systems owned or operated by agency. Includes records regarding National Pollutant Discharge Elimination System (NPDES) permits.	a) Retain approval letters and supporting documentation permanently. b) Destroy in office permits and other records 5 years after expiration, cancellation, revocation or denial.*	Retention: 15A NCAC 18C .0300 15A NCAC 2H .0115 40 CFR 122.28
18.34	UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS	Destroy in office after 3 years.	


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.35	<p>WATER QUALITY: LABORATORY OPERATIONS RECORDS Includes documentation of all analytical quality control practices, reporting units, forms, test methods, and related procedures pertaining to certification obtained by agency.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office samples, raw data, analysis reports and related documentation after 5 years.*</p> <p>b) Destroy in office records concerning certification 2 years after expiration, cancellation, revocation, or denial.*</p>	<p>Authority: 15A NCAC 02H .0805(7)(G) 15A NCAC 02H .1100</p>
18.36	<p>WATER QUALITY: PRETREATMENT PROGRAM RECORDS Includes annual pretreatment reports, records of monitoring activities and results, water quality records and other related documentation.</p>	<p>a) Destroy in office permits and supporting documentation 5 years after expiration, cancellation, revocation, or denial.*</p> <p>b) Destroy in office remaining records after 3 years.*</p>	<p>Retention: 15A NCAC 02H .0908(f)(1) 40 CFR 503.17</p>
18.37	<p>WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS Includes reports, summaries, studies, correspondence (including e-mail), and other related records documenting the sanitary condition of system.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).</p>	<p>a) Destroy in office 10 years after completion of survey.*</p> <p>b) Destroy in office documentation of corrective measures 2 years after their implementation.</p>	<p>Retention: 40 CFR 141.33 15A NCAC 18C .1526</p>


ITEM #	STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.38	WATER QUALITY: SEWER JETTING AND VECTORING RECORDS Records documenting the routine cleaning of wastewater lines.	Destroy in office after 3 years.	
18.39	WATER QUALITY: SLUDGE TREATMENT RECORDS Includes analyses, certification statements, site restrictions, monitoring records, vector attraction reduction requirements, trip tickets, residual records, control plans and other related documentation conducted by or for agency.	Destroy in office after 5 years.*	Retention: 40 CFR 503.17
18.40	WATER QUALITY: STORMWATER DEVIATION PERMITS Permits issued to single lots. Includes applications, certifications of installations, and related records.	a) Destroy in office permits and contracts 3 years after termination or cancellation.* b) Destroy in office inspections submitted by owner when superseded or obsolete.	
18.41	WATER QUALITY: VIOLATION RECORDS Includes all documentation of actions taken to correct federal, state or local violations of water and wastewater management standards by agency.	Destroy in office after 5 years.*	Retention: 40 CFR 141.33 15A NCAC 18C .1526
18.42	WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS Includes non-compliance inspections and test records conducted by a facility.	Destroy in office after 5 years.	


STANDARD 19: PROGRAM OPERATIONAL RECORDS – STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS

Official records and materials created and accumulated for constructing and maintaining municipal and county-maintained streets and other public works projects, and engineering records.


ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.01	APPRAISAL REPORTS Records appraising privately owned land for compensation in eminent domain projects. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 10 years.	
19.02	CEMETERY DEEDS Copies of deeds for the purchase of agency-owned cemetery plots. Includes applications or deed slips.	a) Retain 1 copy of deed in office permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	
19.03	CEMETERY INTERMENT RECORDS Includes name of deceased, date of interment, and location of plot.	Retain in office permanently. <i>Retention Note: If these records are maintained as an electronic database, a copy should be maintained on paper or microfilm and updated regularly.</i>	

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.04	EXCAVATION PERMITS Applications, permits, and billing information for individuals and contractors requesting to work in the county or municipal right-of-way for demolitions or excavations.	a) Destroy in office billing records after 3 years.* b) Destroy in office applications and permits 1 year after expiration. c) Destroy in office applications for which a permit was never issued when reference value ends.± Agency Policy: Destroy in office after _____	
19.05	GRAVE OPENING ORDERS Authorizations to dig graves in agency-owned cemeteries.	Destroy in office after 1 year.	
19.06	INFRASTRUCTURE MAINTENANCE RECORDS Records documenting the general maintenance and upkeep of infrastructure, including roads, traffic lights, and other public works.	Destroy in office after 3 years.	
19.07	PLANNING FILE Includes long-range and immediate plans for paving streets and other projects.	Destroy in office 5 years after superseded or obsolete.	
19.08 	PROJECT RECORDS - CANCELLED Background information for public works and engineering projects explored but not undertaken. Records are used as a reference file and include maps, project information, and the reason that the project failed.	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.09 	PROJECT RECORDS – CORE Records used to document the design and construction of public works and engineering projects. Includes final as-built plans and specifications; certificate of completion/closure; policy correspondence (including e-mail), covenants; final estimates and budgetary summaries; geo-technical reports; environmental mitigation agreements; permits for right-of-way use, photographs documenting key aspects of construction as-built; final specifications; and as-built structural calculations.	Destroy originals after life of structure ends.	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.10 	<p>PROJECT RECORDS – ENGINEERING & COMPLIANCE Records used to document the engineering and technical areas of a public works and engineering project, as well as compliance with regulatory requirements. Includes superseded plans and specifications, agreements for construction and finance, billing information, change orders, force orders, work orders, construction claims, contract documentation, contracts, reports, diaries and narratives, EEO information, material certifications, material testing reports, notice to proceed, permit of entry, postings, pre-construction conference records, final progress payments, punch lists, regulations, shop drawings, and subcontractor information. File also includes environmental review records and proof of compliance with any mitigation measures required as a condition of project authorization.</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Grants: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS); GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.)</p>	Destroy in office 6 years after completion or termination of project.*	Confidentiality: G.S. 132-1.7

ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.11	PROJECT SHEETS FILE Local forms listing property owners, lot or tract size, right-of-way data, tax value, and compensation.	Destroy in office after 5 years.	
19.12	RIGHT-OF-WAY ACQUISITION WORKING RECORDS Includes records of negotiations on acquisition of rights-of-way related to public works and engineering projects, such as 10-day letter of notification, notification of intent to acquire, notice of condemnation action, and other correspondence (including e-mail) relating to right-of-way acquisitions. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	Destroy in office after 3 years.*	
19.13	STREET NAME AND HOUSE NUMBER FILES Records relating to the assignment of street names and house numbers. May also include records documenting street name changes, and non-temporary street openings and closings.	Retain in office permanently.	


ITEM #	STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.14 	STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS Records used for maintenance, review, and analysis of permanent and temporary structures owned by third parties that extend, cross or abut the public right-of-way. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Blueprints and Specifications (STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS).	Destroy records pertaining to structure 3 years after the end of life of the structure.	Confidentiality: G.S. 132-1.7
19.15	SURVEY FIELD RECORDS Records used to document and establish easements and rights-of-way, and to locate reference points used during street and utility projects. Records include traverse information, tie sheets, sketches, field notes, plats, interpretation of field notes, alignments, profiles of projects, plans, grade sheets, estimates, databank ties, and other miscellaneous documents used to establish grades, rights-of-way and easements. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Easements and Right-of-Way Agreements (STANDARD 6: LEGAL RECORDS).	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
19.16	TRAFFIC ANALYSIS Analysis of vehicle traffic within agency jurisdiction.	Destroy in office after 5 years.	



<i>ITEM #</i>	<i>STANDARD 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
	<i>RECORDS SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
19.17	TRAFFIC VIDEO RECORDINGS AND DATA Recordings and other data used to monitor traffic levels.	Destroy in office after 30 days.*	



STANDARD 20: PROGRAM OPERATIONAL RECORDS - LAW ENFORCEMENT RECORDS (EXCLUDING SHERIFF'S OFFICES)



Records received and created by any local government law enforcement agency (excluding sheriff's offices) necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §132-1.4 regarding confidentiality of law enforcement records and G.S. §153A-98 and G.S. §160A-168 regarding confidentiality of personal information of law enforcement officers.


Please note: Records created by county sheriff's offices fall under the purview of the Records Retention Schedule of County Sheriff's Offices.

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.01	ALARM CALL REPORTS Reports completed by officers responding to alarm calls. Includes listings of alarm type, time received, time arrived, reason for activation, and other related information. Includes forms completed by businesses and residences naming emergency contacts, location of safe, or other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	
20.02	ALTERNATIVE SENTENCING PROGRAMS Records documenting alternative sentencing programs. Includes work release and weekender service.	Destroy in office 3 years after individual leaves program.	
20.03 	ARREST PROCESSING RECORDS Records used to track a defendant's time and activities while in arrest processing. Includes time of arrival and time to and from each workstation.	Destroy in office 1 year after date of arrest.*	Confidentiality: G.S. 132-1.4


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.04 	ARREST REPORTS Reports concerning arrests made by officers.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 5 years from date of arrest if report is not made part of a case file.	Confidentiality: G.S. 132-1.4
20.05	AUCTION RECORDS Records concerning abandoned and unclaimed articles or found property in possession of law enforcement sold at public auction. May include auction receipts of monies received for items sold.	Destroy in office after 3 years.*	
20.06 	CASE FILE: FELONIES Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure report, statements of seized and returned property, interview sheets; case status reports, photographs, court orders, correspondence; officer's notes, court dispositions, audio or video recordings, and other related records. SEE ALSO: Electronic Recordings of Interrogations, below.	a) Destroy in office records concerning solved cases 20 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved cases until solved, and then follow disposition instructions in part (a).	Confidentiality: G.S. 132-1.4



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.07 	CASE FILE: MISDEMEANORS Includes investigative reports, complaint reports, fingerprint cards, original arrest reports, copies of warrants, special expenditure reports, statements of seized and returned property, interview sheets, case status reports, photographs, court orders, correspondence, officer's notes, court dispositions, audio or video recordings, and other related records.	a) Destroy in office records concerning solved malicious misdemeanor cases 3 years after disposition of case and exhaustion of any appeals.* b) Retain in office records concerning unsolved malicious misdemeanor cases until solved, and then follow disposition instructions in part (a). c) Destroy in office records concerning all misdemeanor cases not covered in (a) or (b) after 3 years.*	Confidentiality: G.S. 132-1.4
20.08 	COMMUNICATION RECORDS Recordings, printouts, and logs of telephone, radio, dispatch, 911 emergency calls or texts, and computer aided dispatch (CAD) systems incoming and/or outgoing communications. Includes time and date of call, contents of call, location of call, name of unit sent to scene, and other related information. SEE ALSO: PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, 911 Communication Records and Recordings AND Dispatch Records and Recordings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.09 	COMPLAINTS Records concerning complaints to which a unit responded. Includes logs listing name and address of victim, time, date, nature of complaint, responding officer's name, action taken, and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 3 years after resolution if not made part of a case file.	Confidentiality: G.S. 132-1.1(a)
20.10	COMPOSITE INTERVIEWS Summaries of interviews used to determine the physical description of suspects.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	
20.11 	CRIME ANALYSIS RECORDS Records used to anticipate, prevent, or monitor possible criminal activity. Includes crime reports, photographs, complaints, copies of citations, criminal profile information, and interoffice memoranda generated or accumulated in connection with investigations or directed patrols.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.4 G.S. 132-1.7(a2) Authority/ Confidentiality/ Retention 28 CFR 23.20


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.12 	DETENTION FACILITY INCIDENT REPORTS Detention facility incident reports. Include narratives of incidents, lists of those involved, statements and interview reports, inmates' refusal of medical treatment, inmates' refusal to press charges, and other related records. SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Litigation Case Records (STANDARD 6: LEGAL RECORDS).	c) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors d) Destroy in office after 3 years if not made part of a case file.*	Confidentiality: G.S. 132-1.1(a)
20.13	DETENTION FACILITY OPERATIONAL RECORDS Records concerning all activities occurring during shifts at detention facilities. Includes end of duty (shift change reports, key and radio control lists, equipment and inmate/non-inmate housing check lists, cell inspection reports, laundry exchange and controlled property lists, tour reports, etc.) and inmate accountability (rosters, commitment and release reports, cell locations, etc.) records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	
20.14	DETENTION FACILITY PHYSICAL FORCE RECORDS Reports made by any officer or employee of a detention facility who applies physical force to an inmate or arrestee.	Destroy in office after 3 years.*	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.15	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES Records and logs listing entries and inquiries made against DCI-NCIC networks and concerning missing persons, wanted persons, stolen vehicles or other property, and other related topics.	Destroy in office 1 year after period covered by audit.*	Authority: 28 USC 534
20.16	DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS Requests and proofs of verification for DCI-NCIC or other law enforcement information networks.	Destroy in office after 1 year.*	Authority: 28 USC 534
20.17	DNA SAMPLING RECORDS Records documenting the collection of DNA samples from persons for qualifying offenses. Includes copies of judgments. Original samples are forwarded to the State Crime Lab.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year from date sample was obtained if not made part of a case file.	Authority: G.S. 15A-266.8


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.18 	DOMESTIC VIOLENCE RECORDS Restraining orders and related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after expiration of restraining order if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.19	DRUG AND ALCOHOL TESTING RECORDS Records and reports generated when individuals suspected of being under the influence of or impaired by illegal drugs or alcohol are chemically tested. Includes reports used for persons arrested for driving while impaired by alcohol and/or drugs and breathalyzer analysis reports. SEE ALSO: Laboratory Case Records, below.	a) Transfer original Driving While Impaired (DWI) reports to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.20 	ELECTRONIC RECORDINGS OF INTERROGATIONS Electronic recordings generated by audio and/or video recording devices of custodial interrogations in an investigation of a juvenile or any person in a criminal investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	Authority: G.S. 15A-211 Confidentiality: G.S. 7B-3001(b) G.S. 132-1.4A
20.21 	FIELD OBSERVATIONS Records concerning field observations of suspicious persons or vehicles. Includes subject's name, address, and physical description; date, time, and location of occurrence; reason for stop; name of officer conducting interview; and other related information.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.4




ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.22 	FINGERPRINT CARDS Records used to verify a subject's identity. Includes fingerprints and all necessary information required to identify an individual. Also includes records of latent finger and palm prints that were found at the scene of a crime without identification of suspects <i>Original fingerprint records are forwarded to the State Bureau of Investigation.</i> SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of case file.	Confidentiality: G.S. 132-1.4 Authority: G.S. 15A-502
20.23	FORCIBLE ENTRY RECORDS Records concerning forcible entries made by law enforcement personnel.	Destroy in office after 1 year.	
20.24	FUGITIVE WARRANTS CASE RECORDS Records concerning fugitive warrants sent to a department from another jurisdiction requesting assistance in finding an individual. Includes fugitive profile and warrant.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.25 	IDENTIFICATION PHOTOGRAPHS Photographs (mugshots) of persons arrested in association with formal investigations. Also includes driver's license photos or negatives. SEE ALSO: Juvenile Case History Identification Records, below.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	Confidentiality: G.S. 132-1.4
20.26	INCIDENT RESPONSE REPORTS Reports completed by officers responding to incidents. Includes victim, suspect, and witness information; damaged and stolen property reports; statement sheets; Miranda waiver forms; and other related records.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of case file.± Agency Policy: Destroy in office after _____	Confidentiality: G.S. 132-1.4
20.27	INMATE CLASSIFICATION RECORDS Records concerning classification information gathered by the detention facility while inmates are incarcerated. Also includes incident reports, behavioral or disciplinary reports, interviews, classification level assigned, requested housing moves, and other related records.	Destroy in office 3 years after inmate is released or transferred from the facility.*	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.28	INMATE COMMITMENT RECORDS Copies of judgment and commitment papers received from the Clerk of Superior Court's office used to validate time spent incarcerated.	Destroy in office when reference value ends.± Agency Policy: Destroy in office after _____	
20.29	INMATE DEATH REPORTS Reports filed by office upon the death of an inmate. A report must be sent to the county health director and N.C. Department of Health and Human Services, within five days of the death.	Destroy in office after 3 years.*	Authority: G.S. 153A-224(b)
20.30	INMATE FINANCIAL RECORDS Records concerning individual inmate funds maintained by a detention facility for use by the inmate while incarcerated. Includes balance sheets listing inmate's name and number, amount of funds, dates of deposits and withdrawals, and other related information.	Destroy in office 3 years after inmate is released or transferred from the facility.*	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.31 	INMATE GRIEVANCE RECORDS Records concerning grievances filed by inmates and actions taken.	a) If legal action is taken and case adjudicated, destroy in office 5 years after final disposition. b) If legal action is taken and case non-adjudicated (out-of-court claims), destroy in office 5 years after final disposition or expiration of relevant statute of limitations. c) Destroy remaining records in office 3 years after inmate is released or transferred from the facility.*	Confidentiality: G.S. 132-1.1(a)
20.32	INMATE MAIL, TELEPHONE, OR VISITOR RECORDS Records concerning telephone calls and mail sent and received by inmates and individuals visiting inmates confined in county or municipal detention facilities. Includes logs listing inmate's name, date and time of call or mail, visitor's signature and address, and other related information.	Destroy in office after 1 year.*	
20.33	INMATE MEAL RECORDS Records concerning the planning and scheduling of inmate meals. Includes food service daily shift reports, daily meal sheets, food order forms, kitchen checklists, lists of inmates receiving meals and other related records. File also includes records concerning requests for special diets made by inmates.	Destroy in office after 3 years.*	Retention: 10A NCAC 14J .1723

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.34	 INMATE MEDICAL RECORDS Records concerning medical examinations, diagnoses, and treatments of inmates. Includes medical information sheets and screening forms, medical histories as provided by inmate, receipt and/or release forms for medications and medical articles, laboratory and x-ray reports, blood pressure records, sick bay transfer forms, special diet authorizations, psychological evaluation forms, suicide watch sheets, progress notes, health assessment forms, dental forms, doctors' orders, transportation records to outside clinics or hospitals, and other related records. May also include authorization records for release of medical information to detention facility staff, informed consent forms, refusal of treatment forms, and release of financial responsibility forms. SEE ALSO: Juvenile Detention Records, below.	Destroy in office 10 years after inmate's release or parole.	Confidentiality: G.S. 8-53 45 CFR 164.502
20.35	INMATE PERSONAL IDENTIFICATION RECORDS Records concerning changes to be made to an inmate's incarceration file. Includes personal identification changes, superior court calendar, long form dismissals and other related records.	Destroy in office 30 days after receipt.*	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.36	INMATE RESEARCH REQUESTS Requests filed by inmates seeking use of a facility's law library or similar collection containing research materials.	Destroy in office 1 year from date of request.	
20.37 	JUVENILE CASE FILES Includes incident and arrest reports, detention orders, disposition instructions, name and address of person having legal and/or physical custody of child, correspondence with county, municipal, or state juvenile services, and other related records.	a) Destroy in office records when juvenile reaches 21 years of age if adjudicated for an offense that would have been a Class A, B1, B2, C, D, or E felony if committed by an adult. b) Destroy in office records related to all other cases when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b) Retention:
20.38 	JUVENILE CASE HISTORY IDENTIFICATION RECORDS Includes fingerprints and photographs.	a) Transfer to the State Bureau of Investigation and Federal Bureau of Investigation. b) Destroy in office agency copies when reference value ends.*± Agency Policy: Destroy in office after _____	Confidentiality/ Retention: G.S. 7B-2102
20.39 	JUVENILE DETENTION RECORDS Records concerning medical and non-medical information gathered on juvenile inmates held in county or municipal detention facilities.	a) Destroy in office medical records when juvenile reaches 30 years of age. b) Destroy in office non-medical records when juvenile reaches 18 years of age.	Confidentiality: G.S. 7B-3001(b)

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.40 	LABORATORY CASE RECORDS Records concerning cases examined in a crime laboratory; includes reports, notes, charts, and other related records	Retain in office permanently.	Confidentiality: G.S. 132-1.4
20.41 	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include Electronic Recordings of Interrogations, above.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 30 days if not made part of a case file.	Confidentiality: G.S. 132-1.4A G.S. 153A-98
20.42	MULTIPLE FIREARMS SALES REPORTS Reports received from dealers reporting the sale of multiple firearms.	Destroy in office when reference value ends, but within 20 days after receipt.± Agency Policy: Destroy in office after _____	Retention: 18 USC 923(g)(3)(b)
20.43	MULTIPLE FIREARMS SALES REPORTS DESTRUCTION RECORDS Records submitted after 6 months to the U.S. Attorney General's Office certifying that all multiple firearm sales reports received from dealers have been destroyed.	Destroy in office after 1 year.	Authority: 18 USC 923(g)(3)(b)

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.44	ORDINANCE VIOLATIONS CITATIONS Citations issued for violations of municipal and county ordinances.	Destroy in office after 3 years.*	
20.45	PAWNSHOP RECORDS Pawnshop cards and property records submitted to municipal and county law enforcement offices.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	Authority: G.S. 66-391
20.46	PERMISSION TO SEARCH RECORDS Authorizations for officers to search property, and if necessary, confiscate property deemed pertinent to an investigation.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office when reference value ends if not made part of a case file.± Agency Policy: Destroy in office after _____	

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.47 	PERMITS: CONCEALED WEAPONS AND HANDGUNS Applications and supporting documentation filed to carry concealed weapons or purchase handguns. Includes background checks and other related records.	a) Destroy in office all approved applications after 5 years. b) Destroy in office denied applications and related records 5 years from date of denial or resolution of petition filed with district court, whichever is longer. c) Destroy in office background checks and related records concerning approved applications when permit is issued.	Authority/ Confidentiality: G.S. 14-415.17 G.S. 132-1.4 G.S. 132-1.7
20.48	PRISON RAPE ELIMINATION ACT (PREA) FILE Allegation, investigation, and incident review records documenting investigations into allegations of sexual abuse or sexual harassment.	Destroy in office 6 years after inmate's release.* <i>Retention Note: If a minor is involved in the incident, records should be retained until the minor reaches age 30.</i>	Authority: 28 CFR Part 115
20.49	PRISON RAPE ELIMINATION ACT (PREA) DATA FILE Aggregated data for every allegation of sexual abuse at county or municipal lockups.	Destroy in office after 10 years.	Authority/Retention: 28 CFR Part 115.187 28 CFR 115.189(d)
20.50	PRISONER TRANSPORT RECORD Verification forms completed by receiving party of prisoner patient.	Destroy in office after 1 year.	



ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.51	PROPERTY RECORDS Records concerning confiscated property, evidence, stolen or recovered property, and unclaimed property. Includes descriptions of property and its value, serial numbers, and other related records. Records may also be filed with original incident report.	Destroy in office 3 years after final disposition of property.	
20.52	PURSUIT LOGS Logs concerning pursuits by law enforcement personnel.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 3 years if not made part of a case file.	
20.53	RIDE-ALONG PROGRAM RECORDS Records concerning a law enforcement ride-along program.	Destroy in office after 3 years.*	
20.54	SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction.	a) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years. b) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the state; or after 30 years or length of court order, whichever is greater; or when individual is known dead.	Authority: G.S. 14-208 Retention: G.S. 14-208.6A

ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.55	TRAFFIC ACCIDENT REPORTS Records concerning traffic accidents. Includes general correspondence, property receipts, collision reports, waivers signed by involved parties agreeing to settle damages among themselves, and other related records.	a) Transfer original collision report to the N.C. Division of Motor Vehicles within 10 days of accident. b) Destroy in office after 3 years records concerning accidents not meeting N.C. Division of Motor Vehicles reporting requirements, but for which a report was made. c) Destroy in office duplicate reports when reference value ends.± Agency Policy: Destroy in office after _____	Confidentiality: 18 USC 2721
20.56 	TRAFFIC CITATIONS AND WARNINGS Citations issued to drivers violating motor vehicle and traffic laws. Includes voided citations and warnings that do not require a fine or court appearance.	a) Transfer original citations to county Clerk of Superior Court's office. b) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors c) Destroy remaining records in office after 1 year.	


ITEM #	STANDARD 20: LAW ENFORCEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.57	TRESPASS RECORDS Authorizations by property owners, lessees, or managers for law enforcement officers to take action deemed appropriate to remove unauthorized persons and issue trespass warnings.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office 1 year after expiration if not made part of a case file.	Authority: G.S. 14-159.12-13
20.58	VEHICLE TOWING RECORDS Includes recovery authorizations and consent forms completed by owners to have vehicle towed, removed, stored, or left at the scene.	a) If records are made part of a case file, follow disposition instructions for: Case File: Felonies Case File: Misdemeanors b) Destroy in office after 1 year if not made part of a case file.	


STANDARD 21: PROGRAM OPERATIONAL RECORDS - TAX RECORDS (FOR MUNICIPALITIES)

Records received and created by a municipality for the purposes of collecting taxes. For County Tax Administration records, please refer to the separate County Tax Administration Program Schedule.

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.01 	ANIMAL LICENSING RECORDS Records concerning the licensing of dogs, cats, and other animals by the municipality. Includes owner and animal information and record of fees paid.	Destroy in office after 3 years.*	Authority: G.S. 160A-212 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.02	BEER AND WINE TAXES AND RECORDS Records concerning the levy of privilege taxes on beer and wine.	Destroy in office after 3 years.*	Authority: G.S. 105-133.77-79
21.03 	BICYCLE LICENSE PLATE RECORDS Records concerning issuance of license plates for bicycles.	Destroy in office after 1 year.*	Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.04	DELINQUENT TAXPAYER RECORDS Records concerning taxpayers who have not paid real and personal property taxes due, including unpaid notices. SEE ALSO: Delinquent Taxpayer Records: Advertisement of Tax Liens Against Real Property, below.	Destroy in office after 10 years or 3 years after final settlement or 1 year after released by governing board, whichever comes first.*	
21.05	DELINQUENT TAXPAYER RECORDS: ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY Records concerning the municipal taxation officer's publication in the newspaper of delinquent taxpayer and tax sales notices. SEE ALSO: Delinquent Taxpayer Records, above.	Destroy in office after 10 years.*	Authority: G.S. 105-369
21.06	MOTOR VEHICLE RENTAL TAX RECORDS Records concerning motor vehicle rental tax assessments.	Destroy in office after 3 years.*	
21.07	MUNICIPAL VEHICLE TAX RECORDS Records concerning municipal vehicle taxes levied annually.	Destroy in office after 3 years.*	Authority: G.S. 20-97(b)
21.08	PREPARED FOOD AND BEVERAGE TAX RECORDS Records concerning prepared food and beverage tax assessments.	Destroy in office after 3 years.*	

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.09	PRIVILEGE LICENSES, TAXES, AND FEE RECORDS Records concerning the licensing of occupations, businesses, trades, professions, and forms of amusement or entertainment and associated fees and taxes. SEE ALSO: Animal Licensing Records (above), Beer and Wine Taxes and Records (above), Municipal Vehicle Tax Records (above), Taxicab and Limousine Tax Records (below).	Destroy in office after 3 years.*	Authority: G.S. 160A-194
21.10 	ROOM OCCUPANCY TAX RECORDS Records concerning the administration of room occupancy tax records for those municipalities who have adopted room occupancy taxes.	Destroy in office after 3 years.*	Authority: G.S. 160A-215 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.11 	SCHEDULE "B" LICENSES Receipts of licenses issued by municipality in accordance with Article 2, Schedule B of the Revenue Laws of North Carolina. Applies to privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers.	a) Destroy in office 3 years after close of license tax year stubs or detailed settlement records. b) Destroy in office stubs 1 years after audit if settlement records are kept.	Authority: G.S. 105-41 G.S. 105-83 G.S. 105-88 G.S. 153A-152 G.S. 160A-211 Confidentiality: G.S. 105-259 G.S. 132-1.1(b) G.S. 132-1.2 G.S. 160A-208.1
21.12	TAX ABSTRACTS AND LISTS Records concerning real and personal property in the municipality, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated value.	Destroy in office after 10 years or two revaluation cycles.	Authority: G.S. 105-309 G.S. 105-296
21.13	TAX EXEMPT PROPERTY FILE Records concerning property that is exempt from taxation.	Destroy in office 5 years after property exemption has expired or at end of life of structure, whichever comes first.	
21.14	TAX LEDGER CARDS OR SHEETS	Destroy in office 5 years after superseded or obsolete.	

ITEM #	STANDARD 21: TAX RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.15	TAX LEVY/SEIZURE RECORDS Inventory of property taken from property owner by the municipal tax collector to pay back taxes.	a) Destroy in office after 3 years execution forms if levy and sale of personal property is made. If levy and sale are conducted by municipal law enforcement agency, execution forms are to be retained by that agency. b) If levy, seizure, and sale are not made, destroy in office forms when reference value ends.± Agency Policy: Destroy in office after _____	Authority: G.S. 105-366 G.S. 105-367
21.16	TAX LIEN SALES Records concerning sales held to satisfy tax liens.	Destroy in office 10 years after sale.	
21.17	TAX REBATES Records concerning tax rebates given or received.	Destroy in office after 10 years.	
21.18	TAX SCROLLS Records indicating property (real estate and personal) valuation and taxes due.	Destroy in office after 10 years.	
21.19	TAXICAB AND LIMOUSINE TAX RECORDS Records concerning the levy of privilege taxes on taxicabs and limousines.	Destroy in office after 3 years.*	Authority: G.S. 20-97(d)

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately. The Request for Change in Records Schedule form (see page A-17) can be used for such requests.

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:
- “Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or

characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (state or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the state or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

- A.** Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.
-

Q. Am I required to make available to the public copies of drafts that have not been approved?

- A.** Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.
-

Q. What do I do with permanent records?

- A.** Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “*a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**”* (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.

- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
- Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/human-readable-preservation>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Two criteria for determining historical value are inherent interest and extraordinary documentation:
- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.
 - Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of citizens?
- Do they have a long-term impact on citizens?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Call a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A.** We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on Page A-21. Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I call with questions?

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 250-3103. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See also GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Audits: Performance, STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS, Audits: Financial, STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”³

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Records Schedule for Local Government Agencies, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Records Schedule for Local Government Agencies or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies

³ Society of American Archivists, *Dictionary of Archives Terminology*.

- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g. a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at: <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines/digital-signature-policy>

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.
-

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a [Request for Disposal for Unscheduled Records](#) form if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. *Am I required to tell anyone about the destructions?*

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/rm-tools>).

Destructions Log

County/Municipality					
Division		Section		Branch	
Location(s) of Records					

[illegible]

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

- A.** E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

- A.** We do not recommend printing e-mail for preservation purposes. Important metadata are lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

- A.** The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

- A.** You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's [Human-Readable Preservation Duplicate Policy](#) (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years. On the General Records Schedule: Local Government Agencies, see Leave Records (Standard 4: HUMAN RESOURCES RECORDS).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:
- Parcel data
 - Street centerline data
 - Corporate limits data
 - Extraterritorial jurisdiction data
 - Zoning data, address points
 - Orthophotography (imagery)
 - Utilities
 - Emergency/E-911 themes

For more information, see **GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS**.

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <https://it.nc.gov/about/boards-commissions/gicc>.

You should also comply with guidelines and standards issued by the State Archives of North Carolina, which are available on its website.

Q. Who should be responsible for creation and long-term storage of archived data?

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

- A.** Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

- A.** The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.
-

Q. How do I start the process of backing up the above listed records?

- A.** We have three processes for creating backup film copies of these records. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Records for Security Preservation Copy** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Secondly, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Contact the Records Management Analyst in charge of imaging coordination to schedule an appointment for your books to be imaged. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Finally, you can submit these records to the State Archives electronically. Please see our procedures in "[Transfer of Minutes in Digital Formats for Microfilming](#)" or contact the Records Management Analyst in charge of imaging coordination for more information.

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

- A.** Contact the Records Management Analyst in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

- A.** Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the Records Management Analyst in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 250-3103. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- Managing public records in North Carolina
 - Disaster preparedness and recovery
 - Digital communications

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let a Records Management Analyst know what type of training you need.

Q. Are workshops offered only in Raleigh?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.

To arrange a workshop, please call the State Records Center at 919-814-6900 or contact a Records Management Analyst (<https://archives.ncdcr.gov/government/local/analysts>).

Q. Is there a fee for workshops?

- A.** Not at this time.

Q. Are the workshops available in an online format?

- A.** We can offer a virtual workshop for your agency upon request. For descriptions of available webinars, see <https://archives.ncdcr.gov/government/training/webinars>. You can also find several online tutorials available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/training/online-tutorials-and-resources>).

Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and e-mail

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

☐ Add a new item

☐ Delete an existing item

Standard Number _____ Page _____ Item Number _

☐ Change a retention period

Standard Number _____ Page _____ Item Number _

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and e-mail

Mailing Address

In accordance with the provisions of N.C. GEN. STAT. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Concurred by:

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	E-mail:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date

Concurred by:

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

File Plan

County/Municipality					
Division		Section		Branch	

[illegible]

INDEX

- 911 COMMUNICATION RECORDS AND RECORDINGS, 12
- ADMISSION RECORDS, 16
- AFFIRMATIVE ACTION FILE (AIRPORT), 1
- AIR POLLUTION SOURCE INFORMATION, 5
- AIR SPACE CONSTRUCTION FILES, 1
- AIRFIELD INSPECTION FILES, 1
- AIRPORT ACCESS CONTROL RECORDS, 1
- AIRPORT MASTER RECORD FILES, 1
- ALARM CALL REPORTS, 53
- ALTERNATIVE SENTENCING PROGRAMS, 53
- AMBULANCE CALL REPORTS, 12
- AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT RECORDS, 31
- AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT VOUCHERS, 31
- AMERICANS WITH DISABILITIES ACT (ADA) PRE-TRIP INSPECTION FORMS, 31
- ANIMAL ABUSE AND CRUELTY RECORDS, 3
- ANIMAL COMPLAINT RECORDS, 3
- ANIMAL CONTROL RECORDS, 3
- ANIMAL LICENSING RECORDS (ANIMAL SERVICES), 4
- ANIMAL LICENSING RECORDS (TAX), 73
- ANIMAL SHELTER RECORDS, 4
- APPRAISAL PROJECT FILE (PUBLIC HOUSING), 25
- APPRAISAL REPORTS (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 46
- ARREST PROCESSING TRACKING RECORDS, 53
- ARREST REPORTS, 54
- ART-IN-TRANSIT APPLICATIONS, 32
- AUCTION RECORDS, 54
- AUDIO AND VIDEO RECORDINGS (LAW ENFORCEMENT), 67
- BEER AND WINE TAXES AND RECORDS, 73
- BICYCLE LICENSE PLATE RECORDS, 73
- BLUEPRINTS AND SPECIFICATIONS, 5
- BOARD OF ADJUSTMENT CASE FILE, 19
- BUILDING AND FIRE SAFETY SYSTEM PLANS, 13
- BUILDING AND ROAD PERMITTING AND INSPECTION RECORDS, 6
- CASE FILE - FELONIES, 54
- CASE FILE - MISDEMEANORS, 55
- CEMETERY DEEDS, 46
- CEMETERY INTERMENT RECORDS, 46
- CERTIFICATES OF APPROPRIATENESS, 20
- CERTIFICATION FILE. *See* Redevelopment Plans
- CHEMICAL ANALYSIS RECORDS. *See* DRUG AND ALCOHOL TESTING RECORDS
- CITATIONS RECORDS, 16
- COMMUNICATION RECORDS (LAW ENFORCEMENT), 55
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS, 26
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: OUTSTANDING LOAN BALANCES, 26
- COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY, 26
- COMPLAINTS (LAW ENFORCEMENT), 56
- COMPOSITE INTERVIEWS, 56
- COMPREHENSIVE PLAN AND AMENDMENTS, 20
- COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN & AMENDMENTS, 34
- CONTINUUM OF CARE RECORDS, 27
- CONTROLLED SUBSTANCE EUTHANASIA LOG (ANIMAL SERVICES), 4
- CONTROLLED SUBSTANCE LABS DECONTAMINATION RECORDS, 6
- CRIME ANALYSIS RECORDS, 56
- CRIMINAL RECORDS CHECKS, 27
- CUSTOMER (RIDER) IDENTIFICATION RECORDS, 32
- CUSTOMER USAGE RECORDS, 34
- DAILY DISPOSAL TICKETS (LANDFILL), 34
- DECLARATIONS AND BY-LAWS FROM TOWNHOUSES, CONDOMINIUMS, PLANNED RESIDENTIAL DEVELOPMENTS, AND COMMON AREAS, 21
- DELINQUENT TAXPAYER RECORDS, 74
- DELINQUENT TAXPAYER RECORDS - ADVERTISEMENT OF TAX LIENS AGAINST REAL PROPERTY, 74
- DESTRUCTIONS LOG, A-10
- DETENTION FACILITY INCIDENT REPORTS, 57
- DETENTION FACILITY OPERATIONAL RECORDS, 57
- DETENTION FACILITY PHYSICAL FORCE RECORDS, 57
- DISADVANTAGED BUSINESS ENTERPRISE (DBE) RECORDS, 32
- DISCHARGE MONITORING REPORTS, 35
- DISCOUNT PASSES APPLICATIONS, 32
- DISPATCH RECORDS AND RECORDINGS (EMS AND FIRE DEPARTMENT), 13
- DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) ENTRIES, 58
- DIVISION OF CRIMINAL INFORMATION AND NATIONAL CRIME INFORMATION CENTER (DCI-NCIC) VALIDATION RECORDS, 58
- DNA SAMPLING RECORDS, 58
- DOMESTIC VIOLENCE RECORDS, 59
- DROUGHT CONTINGENCY PLANS, 6
- DRUG AND ALCOHOL TESTING RECORDS, 59

ELECTRIC POWER AND NATURAL GAS FACILITY
 ENGINEERING & SYSTEM PLANS, 39
 ELECTRIC POWER AND NATURAL GAS PERMITS AND
 APPROVAL RECORDS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM
 MAINTENANCE & REPAIR RECORDS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM
 MANAGEMENT PLANS, 39
 ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT
 RECORDS, 40
 ELECTRONIC RECORDINGS OF INTERROGATIONS, 60
 EMERGENCY SOLUTIONS GRANTS (ESG) RECORDS, 28
 ENVIRONMENTAL IMPACT STUDIES, 21
 EROSION AND SEDIMENT AFFIDAVITS, 36
 EROSION AND SEDIMENT CONTROL ENFORCEMENT CASES,
 6
 EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS, 37
 EROSION AND SEDIMENT CONTROL INSPECTIONS, 37
 EROSION AND SEDIMENT CONTROL PERMITS, 37
 EROSION AND SEDIMENT CONTROL PLANS, 7, 37
 EXCAVATION PERMITS, 47
 EXEMPTIONS (VARIANCE) RECORDS, 7
 FAÇADE PROJECT FILES, 28
 FIELD OBSERVATIONS, 60
 FILE PLAN, 22
 FINGERPRINT CARDS, 61
 FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE, 13
 FIRE DISPATCH FILE, 13
 FIRE INVESTIGATION CASE FILES, 14
 FIRE SAFETY INSPECTIONS AND PERMITS, 14
 FLOOD CERTIFICATIONS, 38
 FLOOD STUDIES, 38
 FORCIBLE ENTRY RECORDS, 61
 FUGITIVE WARRANTS CASE RECORDS, 61
 GOING OUT OF BUSINESS LICENSES, 7
 GRAVE OPENING ORDERS, 47
 GROUNDWATER MONITORING RECORDS, 7
 HISTORIES OF PET OWNERS, 4
 HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS,
 29
 HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES,
 29
 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
 (HOPWA) RECORDS, 30
 IDENTIFICATION PHOTOGRAPHS, 62
 ILLEGAL DUMPING FILE, 7
 INCIDENT RESPONSE REPORTS, 62
 INFRASTRUCTURE MAINTENANCE RECORDS, 47
 INMATE CLASSIFICATION RECORDS, 62
 INMATE COMMITMENT RECORDS, 63
 INMATE DEATH REPORTS, 63
 INMATE FINANCIAL RECORDS, 63
 INMATE GRIEVANCE RECORDS, 64
 INMATE MAIL, TELEPHONE, OR VISITOR RECORDS, 64
 INMATE MEAL RECORDS, 64
 INMATE MEDICAL RECORDS, 65
 INMATE PERSONAL IDENTIFICATION RECORDS, 65
 INMATE RESEARCH REQUESTS, 66
 INSPECTIONS, 7
 JUVENILE CASE HISTORY FILES, 66
 JUVENILE CASE HISTORY IDENTIFICATION RECORDS, 66
 JUVENILE DETENTION RECORDS, 66
 LABORATORY CASE RECORDS, 67
 LABORATORY OPERATIONS RECORDS, 44
 LAND DEVELOPMENT AND PLANNING STUDIES AND
 REPORTS (AIRPORT), 2
 LAND MARKETING AND DEVELOPMENT RECORDS. *See*
 HOME Investment Partnerships Program Records
 LANDFILL MONITORING REPORTS, 35
 LANDFILL OPERATIONAL PLAN, 35
 LANDFILL PERMITS, 36
 LANDFILL TONNAGE AND COST FILE, 8
 LANDLORD AGREEMENTS (UTILITIES), 40
 LANDLORD MONITORING RECORDS, 30
 LEAD AND COPPER COMPLIANCE RECORDS, 8
 MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS), 40
 METER TESTING AND CALIBRATION RECORDS (ELECTRIC,
 WATER, GAS), 41
 MOTOR VEHICLE RENTAL TAX RECORDS, 74
 MULTIPLE FIREARMS SALES REPORTS, 67
 MULTIPLE FIREARMS SALES REPORTS DESTRUCTION
 RECORDS, 67
 MUNICIPAL VEHICLE TAX RECORDS, 74
 NORTH CAROLINA FIRE INCIDENT REPORT, 14
 NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR
 DISPOSAL FILE, 36
 OFFICIALS FILE, 16
 OPEN SPACE CLASSIFICATION CASE FILE, 21
 OPERATOR SHIFT INSPECTION RECORDS, 32
 ORDINANCE VIOLATIONS CITATIONS, 68
 OUTSIDE WASTE CLEARANCE RECORDS, 36
 PARKS PLANNING FILE, 17
 PATIENT CARE REPORTS, 12
 PAWNSHOP RECORDS, 68
 PERMISSION TO SEARCH RECORDS, 68
 PERMITS
 CONSTRUCTION, 8
 HANDGUN, 69
 PUBLIC UTILITIES PROJECTS, 8
 TEMPORARY MANUFACTURED HOME, 22
 ZONING COMPLIANCE, 22
 PETITION & REGULATION RECORDS, 22
 PHARMACEUTICAL AND NARCOTICS RECORDS, 15

PLANNING FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING), 47
 PLANNING REVIEW CASE FILE, 23
 POOL RECORDS, 17
 PREPARED FOOD AND BEVERAGE TAX RECORDS, 74
 PRETREATMENT PROGRAM RECORDS, 44
 PRISON RAPE ELIMINATION ACT (PREA) DATA FILE, 69
 PRISON RAPE ELIMINATION ACT (PREA) FILE, 69
 PRISONER AND MENTAL PATIENT TRANSPORT RECORD, 69
 PRIVILEGE LICENSES, TAXES, AND FEE RECORDS, 75
 PROJECT RECORDS – CANCELLED (PUBLIC WORKS AND ENGINEERING), 47
 PROJECT RECORDS – CORE (PUBLIC WORKS AND ENGINEERING), 48
 PROJECT RECORDS – ENGINEERING & COMPLIANCE, 49
 PROJECT SHEETS FILE (STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS, 50
 PROPERTY MANAGEMENT RECORDS. *See* HOME Investment Partnerships Program Records
 PROPERTY RECORDS - STOLEN AND RECOVERED, 70
 PUBLIC UTILITIES INSPECTION FORMS, 41
 PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR, RECORDS, 42
 PUBLIC WATER SANITARY SURVEY RECORDS, 44
 PURSUIT LOGS, 70
 RABIES VACCINATION RECORDS, 4
 RADIO LOGS (AIRPORT), 2
 RECREATION PROGRAMS, 17
 RECREATIONAL VEHICLE REGISTRATION RECORDS, 9
 RECYCLING WATER RECORDS, 42
 REDEVELOPMENT PLANS (PUBLIC HOUSING AND REDEVELOPMENT COMMISSION RECORDS), 30
 REHABILITATION RECORDS. *See* HOME Investment Partnerships Program Records
 RELOCATION RECORDS. *See* HOME Investment Partnerships Program Records
 REPORTS
 DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS, 38
 ENVIRONMENTAL PROTECTION AGENCY (EPA), 36
 WASTEWATER MAINTENANCE OPERATIONS, 43
 REQUEST FOR CHANGE IN LOCAL GOVERNMENT RECORDS SCHEDULE, A-19
 REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS, A-21
 REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS, A-20
 REZONING RECORDS AND INDEXES, 23
 RIDE-ALONG PROGRAM RECORDS, 70
 RIGHT-OF-WAY ACQUISITION WORKING RECORDS, 50
 ROOM OCCUPANCY TAX RECORDS, 75
 ROUTE HISTORY RECORDS, 33
 SCHEDULE "B" LICENSES, 76
 SEAT BELT AND RESTRAINT SYSTEM RECORDS, 33
 SERVICE INTERRUPTION RECORDS, 42
 SEWER JETTING AND VECTORING RECORDS, 45
 SEXUAL OFFENDER RECORDS, 70
 SLUDGE TREATMENT RECORDS, 45
 SOCIAL MEDIA, A-12
 SPECIAL USE PERMIT RECORDS AND INDEX, 21
 STORMWATER DEVIATION PERMITS, 45
 STREET NAME AND HOUSE NUMBER FILES, 50
 STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS, 51
 SUBDIVISION RECORDS, 24
 SURVEY FIELD RECORDS, 51
 TAP AND HOOK UP RECORDS, 43
 TAX ABSTRACTS AND LISTS, 76
 TAX EXEMPT PROPERTY FILE, 76
 TAX LEDGER CARDS OR SHEETS, 76
 TAX LEVY AND SEIZURE RECORDS, 77
 TAX LIEN SALES, 77
 TAX REBATES, 77
 TAX SCROLLS, 77
 TAXICAB AND LIMOUSINE TAX RECORDS, 77
 TEXT MESSAGES, A-12
 TICKET STUBS, 18
 TRAFFIC ACCIDENT REPORTS, 71
 TRAFFIC ANALYSIS, 51
 TRAFFIC CITATIONS, 71
 TRAFFIC VIDEO RECORDINGS AND DATA, 52
 TRAFFIC WARNINGS, 71
 TRANSIT SCHEDULES, 33
 TRANSIT SERVICE APPLICATIONS, 32
 TRESPASS RECORDS, 72
 TROUT BUFFER VARIANCES, 38
 UNSAFE BUILDINGS FILE, 9
 VALVE OPERATION FILE, 9
 VANPOOL DRIVER APPLICATIONS, 33
 VARIANCES (PLANNING AND REGULATION OF DEVELOPMENT), 24
 VEHICLE TOWING RECORDS, 72
 VIOLATIONS
 BUILDING AND HOUSING, 9
 SOLID WASTE MANAGEMENT, 10
 WATER CONSERVATION, 10
 ZONING, 24
 WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS, 10
 WASTEWATER QUALITY ANALYSIS RECORDS, 10
 WATER & WASTEWATER PERMITS & APPROVAL RECORDS, 43
 WATER & WASTEWATER SYSTEM INSPECTIONS & TESTS, 45
 WATER ANALYSIS, 11
 WATER QUALITY VIOLATION RECORDS, 45

WATER SYSTEM OPERATIONS RECORDS, 11

WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS
FILE, 11



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Electronic Advertisement

It is respectfully requested that Board consider approval of the Resolution to Authorize the Use of Electronic Advertisement for Contracts Subject to N.C.G.S. 143-129.

**Resolution to Authorize the Use of Electronic Advertisement
For Contracts Subject to N.C.G.S. 143-129**

Whereas, contracts for construction or repair work, and for the purchase of apparatus, supplies, materials, and equipment that meet the monetary threshold established in G.S. 143-129 must be publicly advertised; and

Whereas, G.S. 143-129(b) authorizes the governing board to allow the use of electronic advertisement as an alternative to advertisement in a newspaper of general circulation; and

Whereas, in some cases, advertisement in the newspaper may be the most effective method of obtaining competition, but in other cases, advertisement by electronic means may be a more effective and efficient method of reaching prospective bidders; and

Whereas, it is in all cases important to provide citizens an opportunity to obtain information about major contracts to be awarded by this entity;

Therefore, the Sampson County Board of Commissioners resolves:

The County Manager or his or her designee is authorized to advertise solicitations for bid using electronic means in lieu of placing an advertisement in a newspaper of general circulation whenever he or she determines it to be the most effective and efficient method of obtaining competition for a contract.

Advertisement by newspaper and electronic means may be used together or in the alternative, and the requirements of G.S. 143-129(b) shall be met as long as one of the methods used meets the specific requirements and minimum time for advertisement under that statute.

Adopted this _____ day of _____, 2025

ATTEST:

BY: COUNTY OF SAMPSON

Clerk to the Board

Chairman, Board of Commissioners



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Disposal of Personal Property Valued at Less than \$30,000

A Resolution is being brought before you today that will streamline the process to dispose of surplus personal property. (This applies to **personal** property only.)

Article 12 160A-266(b) allows for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item, or group of similar items, using the authorized methods of sale in Article 12, N.C.G.S. Chapter 160A.

The Resolution will authorize the Purchasing and Contracting Officer, upon approval by the County Manager, to declare the property as surplus and conduct the sales of the personal property using those methods of sale as authorized under Article 12 of General Statute 160A.

The County intends to utilize Gov Deals, an electronic auction, to conduct the majority of the sales. This method has become widely used by Counties throughout the United States due to its transparent and efficient process while obtaining the highest sales price.

The Purchasing and Contracting Officer will maintain a list of all property sold by fiscal year. The list will include a description of the property sold, the county asset number (if applicable), to whom it was sold, and the amount of consideration.

Specific Action Required:

It is respectfully requested that Board consider approval of the Resolution for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items and authorize the County Manager to sign on behalf of the County.

**A RESOLUTION PRESCRIBING PROCEDURES
FOR DISPOSING OF
PERSONAL PROPERTY VALUED AT LESS THAN \$30,000**

WHEREAS, the Board of Commissioners of the County of Sampson, North Carolina identified procedures disposing of personal property valued at less than \$30,000.00.

WHEREAS, the Purchasing & Contracting Officer with approval of the County Manager, is hereby authorized to declare as surplus personal property owned by the County of Sampson of North Carolina, whenever he or she determines, in his or her discretion, that:

- (a) the item, or group of similar items, has a fair market value of less than thirty thousand dollars (\$30,000.00);
- (b) the property is no longer necessary for the conduct of public business; and,
- (c) sound property management principles and financial considerations indicate that the interests of the County of Sampson would best be served by disposing of the property; and

WHEREAS, the Purchasing & Contracting Officer may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of North Carolina General Statute Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period;

WHEREAS, the surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the County of Sampson if greater value may be obtained in that manner, and the Purchasing & Contracting Officer is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Purchasing & Contracting Officer may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated to any individual or organization except by resolution of the Sampson County Board of Commissioners unless the County has the ability to fund that organization.

WHEREAS, the Purchasing & Contracting Officer shall keep a record of all property sold under authority of this Resolution and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

WHEREAS, this Resolution is enacted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

WHEREAS, this Resolution shall become effective upon adoption.

Adopted this ____ day of _____, 2025

ATTEST:

BY: COUNTY OF SAMPSON

Clerk to the Board

Chairman, Board of Commissioners



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Increase in Micro-Purchasing Threshold

When Sampson County receives federal funding, it must follow the procedures set forth in the Uniform Guidance when it comes to spending the funds. The OMB is required to review the Uniform Guidance every five years and make updates as necessary. The last update allows local governments to increase certain thresholds to a “higher threshold consistent with State law.”

In order to increase these thresholds to match state law, it must be approved by the Governing Body and also must be approved on an annual basis. Since this is mid-budget year, a Resolution is being brought before you for consideration. Subsequent annual certifications will be included in the annual budget.

This Resolution will increase the following thresholds

- \$30,000 for purchase of apparatus, supplies, materials, and equipment;
- \$30,000 for construction or repair work;
- \$50,000 for services;
- \$50,000 for professional services that fall under the RFQ process, known as the Mini-Brooks Act.

Specific Action Required:

It is respectfully requested that Board consider approval of the Resolution Authorizing the Increase in the Micro-Purchasing threshold and authorize the Chairman of the Board to sign on behalf of the County.

RESOLUTION AUTHORIZING INCREASE IN MICRO-PURCHASING THRESHOLD

WHEREAS, from time to time, the County of Sampson purchases goods and services using federal funding subject to the procurement standards in 2 C.F.R. Part 200, Subpart D; and

WHEREAS, the Sampson County's procurement of such goods and services is subject to the County of Sampson's purchasing and bid requirements policy, and

WHEREAS, the County of Sampson is an entity under the definition set forth in 2 C.F.R. § 200.1; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(ii), an entity may award micro purchases without soliciting competitive price or rate quotations if the entity considers the price to be reasonable based on research, experience, purchase history or other information and documents that the entity files accordingly; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iii), an entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), an entity may self-certify on an annual basis a micro-purchase threshold not to exceed \$50,000 and maintain documentation to be made available to a federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation, which, for public institutions, may be a "higher threshold consistent with State law"; and

WHEREAS, G.S. 143-129(a) and G.S. 143-131(a) require the County of Sampson to conduct a competitive bidding process for the purchase of (1) "apparatus, supplies, materials, or equipment" where the cost of such purchase is equal to or greater than \$30,000, and (2) "construction or repair work" where the cost of such purchase is greater than or equal to \$30,000; and

WHEREAS, North Carolina law does not require a unit of local government to competitively bid for purchase of services other than services subject to the qualifications-based selection process set forth in Article 3D of Chapter 143 of the North Carolina General Statutes (the "Mini-Brooks Act"); and

WHEREAS, G.S. 143-64.32 permits units of local government to exercise, in writing, an exemption to the qualifications-based selection process for services subject to the Mini-Brooks Act for particular projects where the aggregate cost of such services do not exceed \$50,000; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), the Board of Commissioners of the County of Sampson now desires to adopt higher micro-purchase thresholds than those identified in 48 C.F.R. § 2.101.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAMPSON:

1. In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the County of Sampson hereby self-certifies the following micro-purchase thresholds, each of which is a “higher threshold consistent with State law” under 2 C.F.R. § 200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:

- A. \$30,000, for the purchase of “apparatus, supplies, materials, or equipment”; and
- B. \$30,000, for the purchase of “construction or repair work”; and
- C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law;
- D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the Unit has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.

2. The self-certification made herein shall be effective as of the date hereof and shall be applicable until June 30, 2025 but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

3. In the event that the County of Sampson receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the entity shall comply with the more restrictive threshold when expending such funds.

4. The entity shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2 C.F.R. § 200.334.

5. The County Manager, or designee, of Sampson County is hereby authorized, individually and collectively, to revise the Purchasing Policy of the entity to reflect the increased micro purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of the foregoing resolution.

Adopted this the ____ day of _____, 2025.

COUNTY OF SAMPSON

ATTEST: _____
Clerk to the Board

Chairman, Board of Commissioners



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Internal Control Policy – Federal Funds

It is respectfully requested that the Board approve the attached Internal Control Policy for ARP CSLFRF funds and its accompanying Written Procurement Procedures for federal funds so that we conform to required federal guidelines.

Internal Control Policy: Federal Procurement

1. Purpose

- 1.1. This Federal procurement policy provides procurement guidance to Sampson County staff working with Federal grants and funding in accordance with 2 CFR Part 200 (“Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards”), North Carolina General Statutes, and Sampson County’s standard procurement procedures.
- 1.2. Federal agencies have the authority to impose additional requirements. Do not assume that this manual covers all requirements. The Department procuring with federal grants/funds has the ultimate responsibility to ensure that any additional requirements beyond this manual are met. For additional guidance, contact Finance.
- 1.3. The policy applies when a contract for goods (apparatus, supplies, materials, and equipment), services, or construction or repair projects is funded in whole or part with federal financial assistance (direct or reimbursed).
- 1.4. This policy applies to all employees, officers, and agents of Sampson County, including the subrecipient of any federal funds.
- 1.5. Employees violating this policy are subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may be disqualified from future contract awards.

2. Associated Reference Material

- 2.1. Purchasing Manual
- 2.2. 2 CFR Part 200
- 2.3. Chapter 143 Article 8

3. General Procurement Standards

- 3.1. Oversight
 - 3.1.1. Sampson County shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

3.2. Conflict of Interest

- 3.2.1. No employee, officer, or agent of Sampson County can participate in the selection award, or administration of a contract supported by a Federal Award if he or she has a real or apparent conflict of interest. A conflict of interest arises when the employee, officer, or agent, any member of their immediate family, partner, or an organization which employs or is about to employ any of the parties above, has a financial or other interest in or a tangible personal benefit from a firm considered for award of a contract.
- 3.2.2. Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to their immediate supervisor. Any conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with the applicable Federal awarding agency policy.
- 3.2.3. This policy is in addition to the requirements in the Procurement Policy.

3.3. Gifts & Favors

- 3.3.1. Employees, officers, and agents of the government are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from any current or future contractors, suppliers, or parties to subcontracts. Items of nominal value such as promotional items, honorariums for participation in meetings, and meals furnished at banquets may be accepted.
- 3.3.2. This policy is in addition to the requirements in the Sampson County Procurement Policy.

3.4. Duplicative Items

- 3.4.1. Sampson County should avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
- 3.4.2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- 3.4.3. Department staff should contact Finance to discuss the lease of any equipment with federal funds.
- 3.4.4. Departments should contact the Sampson County Attorney to discuss entering into a real estate lease.

3.5. Intergovernmental Agreements

- 3.5.1. Sampson County will consider entering or amending current state and interlocal agreements, where appropriate, for procurement or use of common or shared goods and services.
- 3.5.2. Sampson County may participate in competitively solicited group purchasing programs (cooperative agreements), state term contracts, GSA contracts, or formal intergovernmental agreements permitted under applicable state statutes and local ordinances.
 - 3.5.2.1. Grant awarding agency approval must be obtained prior to using one of these agreements or arrangements.
 - 3.5.2.2. Contact Finance for assistance to verify if an alternative procurement method is federally compliant.
- 3.6. Surplus Property
 - 3.6.1. Sampson County shall consider purchasing Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- 3.7. Value Engineering
 - 3.7.1. Sampson County shall consider value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- 3.8. Responsible Contractors
 - 3.8.1. Sampson County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed solicitation. Consideration will be given to such matters as:
 - 3.8.1.1. Contractor integrity and ethical standards of conduct;
 - 3.8.1.2. Compliance with public policy and federal contract provisions;
 - 3.8.1.3. Record of past performance;
 - 3.8.1.4. Financial, technical, and human capital capacity;
 - 3.8.1.5. Contractor's public policy compliance; and
 - 3.8.1.6. Contractor's proper classification of employees pursuant to the Fair Labor Standards Act [200.318(h)]
- 3.9. Records
 - 3.9.1. Sampson County will maintain records sufficient to detail the procurement history of a contract. Procurement records include, but are not limited to:
 - 3.9.1.1. Rationale for the method of procurement;
 - 3.9.1.2. Selection of contract type;
 - 3.9.1.3. Contractor selection or rejection; and
 - 3.9.1.4. Basis for the contract price.
- 3.10. Time and Materials
 - 3.10.1. Sampson County may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a

ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

3.10.1.1. The actual cost of materials; and

3.10.1.2. Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

3.10.2. Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, Sampson County must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

3.11. Contractual Issues

3.11.1. Sampson County is responsible for the settlement of all contractual and administrative issues arising out of any procurement, including, but not limited to, source evaluations, protests, disputes, and claims.

4. Competition

4.1. Open Competition

4.1.1. Procurement transactions shall be conducted in a manner to provide open and free competition to the maximum extent practical and consistent with the standards of 2 CFR 200.319.

4.2. Objective Contractor Performance

4.2.1. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals [or requests for qualifications] must be excluded from competing for such procurements.

4.2.2. Examples of situations restrictive of competition include but are not limited to:

4.2.2.1. Requiring unnecessary experience or excessive bonding;

4.2.2.2. Noncompetitive pricing practices between firms or between affiliated companies;

4.2.2.3. Noncompetitive contracts to consultants that are on retainer contracts;

4.2.2.4. Organizational conflicts of interest; or

4.2.2.5. Specifying only a "brand name" product instead of allowing a comparable product to be offered by describing the performance or other relevant requirements of the procurement.

4.3. Written Procedures

- 4.3.1. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, such description must not contain features which unduly restrict competition.
- 4.3.2. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, those minimum essential characteristics and standards to which it must conform.
- 4.3.3. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by potential bidders must be clearly stated.
- 4.3.4. All solicitations must identify all requirements which the offerors must fulfill and all other factors to be used in evaluating submittals, bids, or proposals.

4.4. Prequalified List

- 4.4.1. Prequalified lists are discouraged due to the potential for limiting open and free competition.

5. Methods of Procurement

5.1. Informal Procurement Methods – Goods and Services

5.1.1. Goods

- 5.1.1.1. Informal procurement methods include Micro-Purchases (less than \$10,000) and Simplified Acquisitions (\$10,000-\$90,000). The current Federal simplified acquisition threshold is \$250,000; however, North Carolina has a more restrictive limit of \$90,000. You are required to use the more restrictive limit of \$90,000. Purchases of goods over \$90,000 are subject to both N.C.G.S. §143-129 and 2 C.F.R. §200.320.

5.1.2. Services

- 5.1.2.1. Informal Procurement methods for services include Micro-Purchases (less than \$10,000) and Simplified Acquisitions (\$10,000-\$250,000). North Carolina statutes do not cover the procurement of services.

5.1.3. Procedures

- 5.1.3.1. Departments must follow Sampson County's standard procurement procedures including North Carolina statutory requirements for one-time purchase of goods under \$90,000 and services under \$250,000. These procedures can be found in the Purchasing Manual.
- 5.1.3.2. Additional Federal Requirements for Micro -Purchases (goods and services under \$10,000):
 - 5.1.3.2.1. Micro-purchases under Sampson County's quote threshold may be awarded without soliciting competitive quotations if the authorized Sampson County staff considers the price to be reasonable and in Sampson County's best interest. No cost or price analysis is required. No rate competitive quotations are necessary for the purchase.
 - 5.1.3.2.2. To the extent practical, micro-purchases should be distributed equitably among qualified suppliers.
 - 5.1.3.2.3. The Department must submit a properly executed Purchase Requisition. For the purchase of goods only, a Department may use a P-card for a qualifying purchase.
- 5.1.3.3. Additional Federal Requirements for Simplified Acquisitions (\$10,000 - \$90,000) and Services (\$10,000-\$250,000):
 - 5.1.3.3.1. Departments must contact Finance prior to obtaining quotes for items or services over \$30,000 to determine any additional bid or proposal requirements.
 - 5.1.3.3.2. Departments must follow requirements in Section 4.4, "Written Procedures."
 - 5.1.3.3.3. Departments must submit written quotes to Finance at the time a requisition is entered. Finance will approve the ultimate selection or may obtain other competitive bids when necessary. An award will be made to lowest, responsive, responsible bidder. A contract will be executed with the selected vendor for the identified services.
 - 5.1.3.3.4. A bid cannot be divided to bring the cost under the threshold. And changes to the contract, including any

amendments or change orders, must fall within the scope of the original contract.

- 5.1.3.3.5. Minority Business Requirements can be found in Article 6 of this Sampson County Uniform Guidance Procurement Policy and N.C.G.S. §§ 143-128.2 and 143-131.

5.1.4. Micro-Purchase Threshold Self-Certification

- 5.1.4.1. A local government such as Sampson County may self-certify a threshold of up to \$50,000 on an annual basis if (1) it maintains documentation to be made available to a federal awarding agency or pass-through entity and auditors, and (2) within the self-certification, it:

- 5.1.4.1.1. Includes a justification for the threshold;
- 5.1.4.1.2. Clearly identifies the threshold; and
- 5.1.4.1.3. Includes supporting documentation of any of the following:

- i. Qualification as a low-risk auditee for the most recent audit;
- ii. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
- iii. A higher threshold consistent with state law.

- 5.1.4.2. Under North Carolina law, local government entities, regardless of audit findings, are eligible to raise the micro-purchase thresholds by self-certification to:

- 5.1.4.2.1. \$30,000, for the purchase of apparatus, supplies, materials, or equipment;
- 5.1.4.2.2. \$30,000, for the purchase of construction or repair work;
- 5.1.4.2.3. \$30,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- 5.1.4.2.4. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act. For the micro-purchase threshold to apply, Sampson County must exercise an exemption to the Mini-Brooks Act in

writing for the project pursuant to N.C.G.S. §143-64.32.

Without an exemption, the micro-purchase threshold for services subject to the Mini-Brooks Act is \$0.00.

- 5.1.4.3. Any self-certification must be taken to the Board for approval at the June Board meeting for the upcoming fiscal year.

5.2. Formal Procurement Methods – Goods and Services

- 5.2.1. A formal sealed procurement process must be followed any time funds are used by a department to purchase goods in the amount of \$90,000 or above or services over \$250,000. These solicitations must be administered by Finance.
- 5.2.2. Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the bid lowest in price, determined to be a responsible bidder, and whose bid is responsive, meaning that it conforms to all the material terms and conditions of the invitation for bids.
- 5.2.3. Formal Invitation to Bid Requirements:
 - 5.2.3.1. Formal Bid requirements are met through sealed bids, opened at a set time, date and place, in an attempt to maximize competition.
 - 5.2.3.2. Departments must utilize Finance for any purchases of goods greater than \$90,000 and services over \$250,000. The purchase of goods such as supplies, apparatus, materials, and equipment of \$90,000 or more must be done in accordance with N.C.G.S. §143-129 and 2 C.F.R. §200.320. The Department, in conjunction with Finance, must develop and prepare specifications for bidding. Finance is responsible for ensuring that all Federal and North Carolina laws are satisfied, including those relating to public advertisement and receipt of sealed bids.
 - 5.2.3.3. If the goods to be purchased exceed \$90,000 or the services being solicited are estimated to be over \$250,000 then a cost price analysis is required prior to receiving bids. See Article 9 for more information on Cost Price Analysis.
 - 5.2.3.4. The following requirements apply to sealed bids:
 - 5.2.3.4.1. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.

5.2.3.4.2. The invitation for bids, which will include any specifications and pertinent attachments, must set forth what is required for a responsive bid.

5.2.3.4.3. All bids will be publicly opened at the time and place prescribed in the invitation for bids.

5.2.3.4.4. A firm fixed price contract award will be made in writing to the lowest, responsive, responsible bidder. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

5.2.3.4.5. Any or all bids may be rejected if there is a sound documented reason in the best interest of Sampson County.

5.2.3.4.6. The Board of Directors awards all contracts for goods or services over \$200,000.

5.2.3.5. Negotiation in competitive bidding is not allowed except in the case of insufficient funds being available to make award because the lowest responsive and responsible bid(s) exceed the available funding. If negotiations are required due to budget restraints, please contact Finance for guidance.

5.2.4. Award Procedures

5.2.4.1. Once received, bids are reviewed with the Department for evaluation and a recommendation for award. The bid shall be awarded to the lowest, responsible, and responsive bidder, taking into consideration quality, performance, and the time specified in the bids for the supply of the goods.

5.3. Informal Procurement Methods – Construction/Repair Projects

5.3.1. Informal Procurement methods include Micro-Purchases (less than \$10,000) and Simplified Acquisitions (\$10,000-\$250,000). However, because federal requirements for construction projects are more stringent than North Carolina law, all federally funded or assisted construction projects estimated to be over \$250,000 must be solicited as a formal bid.

5.3.2. Procedures

5.3.2.1. Departments must follow Sampson County's standard procurement procedures for construction and repair projects including North

Carolina and Federal requirements for construction and repairs under \$250,000.

5.3.2.2. Additional Federal Requirements for Micro-Purchases (under \$10,000)

5.3.2.2.1. Micro-purchases of construction and repair services under \$10,000 may be awarded without soliciting competitive quotes if the authorized Sampson County staff considers the price to be reasonable and in Sampson County's best interest. No cost or price analysis is required. No rate competitive quotes are necessary for the purchase.

5.3.2.2.2. To the extent practical, micro-purchases should be distributed equitably among qualified contractors.

5.3.2.2.3. The Department must submit a properly executed Purchase Requisition.

5.3.2.2.4. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

5.3.2.3. Additional Federal Requirements for Simplified Acquisitions of Construction and Repair (\$10,000 - \$250,000)

5.3.2.3.1. Departments must contact Finance before obtaining quotes for items or services over \$30,000 to determine if any additional bid or proposal requirements exist.

5.3.2.3.2. Departments must submit written quotes to Finance at the time a requisition is entered. The Finance Department will approve the ultimate selection or may obtain other competitive bids when deemed necessary. Award will be made to lowest, responsive, responsible bidder. A contract will also be executed with the selected vendor for all services.

5.3.2.3.3. The bid cannot be divided to bring the cost under the threshold and changes to the contract must fall within the scope of the original contract.

5.3.2.3.4. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works.

5.3.2.3.5. Minority Business Requirements can be found in Article 7 of this Policy and N.C.G.S. § 143-128.2 and N.C.G.S. § 143-131.

5.4. Formal Procurement Methods — Construction/Repair Projects

5.4.1. The formal Invitation to Bid procurement process must be followed any time funds are used by Departments to solicit construction and repair projects estimated to cost \$250,000 or more. Formal sealed bids will be accepted and opened publicly so they may be read aloud. This method must be used when the construction or repair project cost is \$250,000 or more, to comply with the Simplified Acquisition Threshold (currently \$250,000). The Department must perform cost or price analysis when the cost is \$250,000 or more prior to receiving bids so an objective budget to bid to payment comparison can be placed in the federal procurement file.

5.4.2. Formal Construction Requirements

5.4.2.1. Project Management shall develop and prepare specifications for bidding. Finance is responsible for ensuring that all North Carolina and Federal Statutes are satisfied, including but not limited to public advertisement and receipt of sealed bids. Formal Bid requirements are met through sealed bids, opened and announced at a set time, date and place, and receive as much open competition as possible.

5.4.2.2. If the total construction project estimate is \$500,000 or more, then three bids must be received to open bids. If three bids are not received, the project must be re-advertised and the bids received returned to the bidders. If the second solicitation process does not result in three or more bids, then those bids received may be opened, tabulated and recommended for award to the Board.

5.4.2.3. Bid Bonds, Performance Bonds and Payment Bonds are required on a Construction Contracts exceeding the Simplified Acquisition Threshold (currently \$250,000) per federal bonding requirements which is more stringent than the requirements under North Carolina General Statutes.

- 5.4.2.4. When sealed bids are used, the following additional federal requirements apply in addition to North Carolina General Statutes and Sampson County standard procurement procedures for construction and repair found in the Procurement Policy:
- 5.4.2.4.1. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known contractors, providing them sufficient response time prior to the date set for opening the bids;
 - 5.4.2.4.2. The invitation for bids, which will include any specifications and pertinent attachments, must define the pricing requested or bid items such as specific quantities of materials, labor, and equipment required in order for the bidder to properly price the construction project;
 - 5.4.2.4.3. All bids will be publicly opened at the time and place prescribed in the invitation for bids advertisement;
 - 5.4.2.4.4. A firm fixed price contract award will be made in writing to the lowest, responsive, and responsible bidder; and
 - 5.4.2.4.5. Sampson County can reject any and all bids for “sound documented reasons.”
- 5.4.2.5. In order for sealed bidding to be complete, the following conditions must be present:
- 5.4.2.5.1. A complete, adequate, and realistic specification or project description is available including all design drawing and plans;
 - 5.4.2.5.2. Open and free competition among responsible bidders willing and able to compete effectively for the business; and
 - 5.4.2.5.3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price assuming all required bonding, insurance and certifications are verified and valid.

5.5. Competitive Proposals

- 5.5.1. The competitive proposal method may be used when conditions are not appropriate for the use of sealed bids for services such as the need for innovative IT proposals or design-build construction projects.
- 5.5.2. In an RFP process, multiple factors should be considered in addition to pricing to determine the best overall value being offered. Some of the factors that may be considered are the solution proposed to achieve the desired results, experience, past performance, timeline for completion, financial stability, references, and value-added services.
- 5.5.3. All federal grant funded projects solicited with an estimated value over \$250,000 must include a cost price analysis. A cost price analysis is required prior to receiving proposals.
- 5.5.4. Formal Request for Proposals (RFP) Requirements in addition to Sampson County standard procedures and NC General Statutes.
 - 5.5.4.1. Requests for proposals must be publicly advertised, identify all evaluation factors, and their relative importance. Any response to publicly advertised requests for proposals must be considered to the maximum extent practical;
 - 5.5.4.2. Proposals must be solicited from an adequate number of qualified sources;
 - 5.5.4.3. Written methods for conducting technical evaluations of the proposals received and for selecting recipients must be in place; and
 - 5.5.4.4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- 5.5.5. Sampson County may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated, and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort. State licensure requirements apply as well as NC General Statutes.
 - 5.5.5.1. Sampson County may utilize local geographic preferences for the procurement of these specific services, provided that this leaves an

appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

- 5.5.5.2. Exemption of Professional Services under \$50,000 as allowed under N.C.G.S. §143-64.31 consistent 6.1.4 Micro-Purchase Threshold Self-Certification.

5.6. Noncompetitive Procurements §200.320 (c)

- 5.6.1. Department staff shall contact Finance and gain authorization for any noncompetitive procurement.
- 5.6.2. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:
 - 5.6.3. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;
 - 5.6.3.1. The procurement is available only from a single source;
 - 5.6.3.2. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
 - 5.6.3.3. The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
 - 5.6.3.4. After solicitation of a number of sources, competition is determined inadequate.

6. Contracting with small businesses, minority and women's business enterprises, veteran-owned businesses, and labor surplus area firms.

- 6.1. Sampson County will consider engaging with small businesses, minority and women's business enterprises (MWBs), veteran-owned businesses, and labor surplus area firms for all contracts over the micro-purchase threshold.

7. Domestic preferences for procurements

- 7.1. As appropriate and to the extent consistent with law, Sampson County should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

8. Procurement of recovered materials

- 8.1. Sampson County is a recipient that is a State agency or agency of a political subdivision of a State, and to the extent consistent with law, its contractors will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 8.2. The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

9. Cost Price Analysis

- 9.1. A cost or price analysis must be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$250,000), including contract modifications. The method and degree of analysis is dependent on the facts surrounding the individual procurement. Sampson County will make independent estimates before receiving bids or proposals.
- 9.2. The “cost plus a percentage of cost” and “percentage of construction cost” methods of contracting must not be used. Sampson County must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in any procurement, where cost analysis is performed. Consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, and the quality of its record of past performance.

- 9.3. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices, are allowed under 2 CFR Part 200, Subpart E - Cost Principles.

10. Federal awarding agency or pass-through entity review

- 10.1. Sampson County must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if Sampson County desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

11. Contract provisions

- 11.1. Any Sampson County contract with federal funding will contain all applicable provisions of Appendix II of CFR Part 200.

12. Suspension and debarment

- 12.1. Sampson County will not award contracts with federal grant funding to parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. Sampson County will review all federal grant purchases to verify that purchases will not be made from contractors that are on any Debarment or Suspension list supplied by the State of North Carolina or Federal Government.
- 12.2. In all federal grant procurements, Finance will review the System for Award Management (SAM.gov) site to ensure that the supplier is not an excluded Supplier and place documentation in the file that the approved supplier is not in the SAM.gov excluded category.

13. Nondiscrimination

- 13.1. To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, Sampson County shall prohibit, at a minimum, the following practices in its administration of federal funds:

- 13.1.1. Denying to a person any service, financial aid, or other program benefit without good cause;
- 13.1.2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program without good cause;
- 13.1.3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program;
- 13.1.4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program;
- 13.1.5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet to be provided any service, financial aid, or other benefit provided under the program;
- 13.1.6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program;
- 13.1.7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- 13.1.8. Selecting a site or location of facilities with the purpose or effect of excluding persons from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations;
- 13.1.9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment; and
- 13.1.10. Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

14. American Rescue Plan

14.1. If Sampson County receives funds from the Coronavirus State Fiscal Recovery Fund (CSLFRF) for any project it shall be subject to regulations including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22; these are in addition to the standard federal procurement policies included herein.

14.2. Additional Non-Discrimination Regulations

14.2.1. Upon receipt of any ARPA/CSLFRF funds, Sampson County agrees to follow all applicable federal statutes and regulations prohibiting discrimination under the terms and conditions of the ARPA/CSLFRF award, including, without limitation, the following:

14.2.2. Title VI of the Civil Rights Act of 1964 and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

14.2.3. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968, which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

14.2.4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance;

14.2.5. The Age Discrimination Act of 1975, as amended, and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

14.2.6. Title II of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

14.2.7. Reporting and Enforcement

14.2.7.1. Sampson County shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions.

Sampson County shall comply with information requests, on-site compliance reviews, and reporting requirements.

- 14.2.7.2. Sampson County shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. Sampson County shall inform the Treasury if it has received no complaints under Title VI.
- 14.2.7.3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.
- 14.2.7.4. Any person who believes that because of that person's race, color, national origin, limited English proficiency, familial status, sex, age, religion, or disability that he/she/they have been discriminated against or unfairly treated by Sampson County in violation of this policy should contact the following office within 180 days from the date of the alleged discriminatory occurrence.

14.3. Record Retention

- 14.3.1. Sampson County will follow Treasury's record retention requirements in the Award Terms and Conditions and the Compliance and Reporting Guidance set forth the U.S. Department of Treasury's record retention requirements pursuant to the ARPA/CSLFRF award, including the following (as applicable):

- 14.3.1.1. Retain all federal award records related to the use and expenditure of ARPA/CSLFRF award funds for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively.
- 14.3.1.2. Ensure that the financial and programmatic records retained sufficiently evidence compliance with section 603(c) of the Social Security Act "ARPA," Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing;
- 14.3.1.3. Allow the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the right of timely and unrestricted access to any records for the purpose of audits or other investigations;

- 14.3.1.4. If any litigation, claim, or audit is started before the expiration of the three-year period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved.
- 14.3.1.5. Records to be retained pursuant to this policy include, but are not limited to, the following:
 - 14.3.1.5.1. Financial statements and accounting records evidencing expenditures for eligible projects, programs, or activities.
 - 14.3.1.5.2. Finance documents evidencing, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price; and
- 14.3.1.6. Subaward agreements and documentation of subrecipient monitoring.
- 14.3.2. ARPA/CSLFRF Sampson County's records will be stored in a safe, secure, and accessible manner. To the extent practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.
- 14.4. Personal & Real Property
 - 14.4.1. Definitions
 - 14.4.1.1. Computing Devices: Machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. See also, "Supplies" and "Information Technology Systems".
 - 14.4.1.2. Equipment: Tangible personal property (including Information Technology Systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by Sampson County for financial statement purposes, or \$5,000.
 - 14.4.1.3. Information Technology Systems: Computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also, "Computing Devices" and "Equipment".
 - 14.4.1.4. Intangible Property: Property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).
 - 14.4.1.5. Personal property: Property other than real property. It may be tangible, having physical existence, or intangible.
 - 14.4.1.6. Property: real property or personal property.

- 14.4.1.7. Real property: land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
- 14.4.1.8. Supplies: all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the local government for financial statement purposes or \$5,000, regardless of the length of its useful life. See also the definitions of computing devices and equipment in this section.
- 14.4.2. Sampson County will follow the latest version of the Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds. Accordingly, Sampson County agrees that:
 - 14.4.2.1. Any purchase of equipment or real property with CSLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D.
 - 14.4.2.2. Equipment and real property acquired under the CSLFRF program must be used for the originally authorized purpose.
 - 14.4.2.3. Any equipment or real property acquired using CSLFRF funds shall vest in Sampson County.
 - 14.4.2.4. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.
- 14.4.3. Real Property
 - 14.4.3.1. Use of Real Property. Real property acquired or improved with ARPA/CSLFRF funds must be used for the originally authorized purpose as long as needed for that purpose, during which time Sampson County must not dispose of or encumber its title or other interests.
 - 14.4.3.2. Insurance of Real Property. Sampson County must provide the equivalent insurance coverage for real property acquired or improved with ARPA/CSLFRF funds as provided to property owned by Sampson County.
 - 14.4.3.3. Disposition of Real Property. When Sampson County no longer needs the Real Property purchased with ARPA/CSLFRF funds for ARPA/CSLFRF the identified purpose, Sampson County must obtain disposition instructions from US Treasury. The instructions must provide for one of the following alternatives:
 - 14.4.3.3.1. Sampson County retains title after compensating US Treasury. The amount paid to US Treasury will be computed by applying US Treasury's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property.

Should Sampson County dispose of real property acquired or improved with ARPA/CSLFRF funds and to acquire replacement real property under the ARPA/CSLFRF, any net proceeds from the disposition may be used as an offset to the cost of the replacement property.

14.4.3.3.2. Sampson County sells the property and compensates US Treasury. The amount due to US Treasury will be calculated by applying US Treasury's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the ARPA/CSLFRF award has not been closed out, any net proceeds from sale may be offset against the original cost of the property. When Sampson County is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

14.4.3.3.3. Sampson County transfers title to US Treasury or to a third party designated/approved by US Treasury. Sampson County is entitled to be paid an amount calculated by applying Sampson County's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.

14.4.4. Equipment

14.4.4.1. Title to Equipment. Title to equipment acquired or improved with ARPA/CSLFRF funds vests with Sampson County.

14.4.4.2. Use of Equipment

14.4.4.2.1. Sampson County will use equipment acquired with ARPA/CSLFRF funds for the project for which it was acquired as long as needed, whether or not the project continues to be supported by the ARPA/CSLFRF award.

Sampson County will not encumber the property without prior approval of US Treasury.

14.4.4.2.2. When no longer needed for the original project, the equipment may be used in other activities supported by a federal awarding agency, in the following order of priority:

- i. Activities under a Federal award from the Federal awarding agency which funded the original project.
- ii. Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

14.4.4.2.3. During the time that equipment is used on the project for which it was acquired, Sampson County will endeavor to make equipment available for use on other projects or programs currently or previously supported by the Federal Government, to the extent that such use will not interfere with the work on the project for which it was originally acquired. First preference for other use will be given to other programs or projects supported by US Treasury and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-federally-funded programs or projects is also permissible. User fees should be considered if appropriate.

14.4.4.3. Noncompetition.

14.4.4.3.1. Sampson County must not use equipment acquired with the ARPA/CSLFRF funds to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment.

14.4.4.4. Replacement Equipment.

14.4.4.4.1. When acquiring replacement equipment, Sampson County may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

14.4.4.5. Management of Equipment

14.4.4.5.1. Sampson County will manage equipment (including replacement equipment) acquired in whole or in part with ARPA/CSLFRF funds according to the following requirements.

14.4.4.5.1.1. Sampson County will maintain sufficient records to include:

- i. A description of the property;
- ii. A serial number or other identification number;
- iii. The source of funding for the property (including the federal award identification number (FAIN));
- iv. Who holds title;
- v. The acquisition date;
- vi. Cost of the property;
- vii. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- viii. The location, use and condition of the property; and
- ix. Any ultimate disposition data including the date of disposal and sale price of the property.

14.4.4.5.1.2. Sampson County will conduct a physical inventory of the property and reconcile results with its property records at least once every two years.

14.4.4.5.1.3. Sampson County will develop a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss,

damage, or theft will be investigated by Sampson County.

14.4.4.5.1.4. Sampson County will develop and implement adequate maintenance procedures to keep the property in good condition.

14.4.4.5.1.5. If Sampson County is authorized or required to sell the property, it will establish proper sales procedures to ensure the highest possible return, in accordance with state and federal law.

14.4.4.6. Insurance of Equipment.

14.4.4.6.1. Sampson County must provide the equivalent insurance coverage for equipment acquired or improved with ARPA/CSLFRF funds as provided to property owned by Sampson County.

14.4.4.7. Disposition of Equipment

14.4.4.7.1. When the equipment is no longer needed for its original ARPA/CSLFRF purpose, Sampson County may either make the equipment available for use in other activities funded by a Federal agency, with priority given to activities funded by US Treasury, dispose of the equipment according to instructions from US Treasury, or follow the procedures in this Section.

14.4.4.7.2. Equipment with a per-item fair market value of less than \$10,000 may be retained, sold, or transferred by Sampson County, in accordance with state law, with no additional responsibility to US Treasury.

14.4.4.7.3. If no disposal instructions are received from US Treasury, equipment with a per-item fair market value of greater than \$10,000 may be retained or sold by Sampson County. Sampson County will establish proper sales procedures, in accordance with state law, to ensure the highest possible return. Sampson County must reimburse

US Treasury for its federal share. Specifically, US Treasury is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the ARPA/CSLFRF funding percentage of participation in the cost of the original purchase. If the equipment is sold, US Treasury may permit Sampson County to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

14.4.4.7.4. Equipment may be transferred to US Treasury or to a third-party designated by US Treasury in return for compensation to Sampson County for its attributable compensation for its attributable percentage of the current fair market value of the property.

14.4.5. Supplies

14.4.5.1. Title to Supplies. Title to supplies acquired with ARPA/CSLFRF funds vests with Sampson County upon acquisition.

14.4.5.2. Use and Disposition of Supplies. If there is a residual inventory of unused supplies exceeding \$10,000 in total aggregate value upon termination or completion of the ARPA/CSLFRF project and the supplies are not needed for any other Federal award, Sampson County must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Federal Government for its share. The amount of compensation must be computed in the same manner as for equipment.

14.4.6. Noncompetition. As long as the Federal Government retains an interest in the supplies, Sampson County must not use supplies acquired under the ARPA/CSLFRF to provide services to other organizations for a fee that is less than private companies charge for equivalent services, unless specifically authorized by Federal statute.

14.4.7. Property Trust Relationship

14.4.7.1. Real property, equipment, and intangible property, that are acquired or improved with ARPA/CSLFRF funds must be held in trust by Sampson County as trustee for the beneficiaries of the project or program under which the property was acquired or improved. US Treasury may require Sampson County to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved

with a federal award and that use and disposition conditions apply to the property.

14.5. Eligible Use

14.5.1. US Treasury issued its Final Rule regarding use of ARPA funds on January 6, 2022.

(The Final Rule is effective as of April 1, 2022. Local governments must allocate ARPA/CSLFRF funds no later than December 31, 2024 and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026 will result in forfeiture of ARPA funds.

14.5.2. ARPA/CSLFRF funds may be used for projects within the following categories of expenditures:

- 14.5.2.1. Support COVID-19 public health expenditures, by funding COVID-19 mitigation and prevention efforts, medical expenses, behavioral healthcare, preventing and responding to violence, and certain public health and safety staff;
- 14.5.2.2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, non-profits, impacted industries, and the public sector;
- 14.5.2.3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- 14.5.2.4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and
- 14.5.2.5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet; and

14.5.3. Prohibited Uses of ARPA Funding. The ARPA/CSLFRF and US Treasury's Final Rule prohibit certain uses of ARPA/CSLFRF funds. Specifically, ARPA/CSLFRF funds may not be used for projects within the following categories of expenditures:

- 14.5.3.1. To make a deposit into a pension fund that constitutes an extraordinary payment of an accrued, unfunded liability. Routine contributions as part of a payroll obligation for an eligible project are allowed;
- 14.5.3.2. To borrow money or make debt service payments;
- 14.5.3.3. To replenish rainy day funds or fund other financial reserves;
- 14.5.3.4. To satisfy an obligation arising from a settlement agreement, judgment, consent decree, or judicially confirmed debt restricting in a judicial,

administrative, or regulatory proceeding (There is an exception to this prohibition if the settlement or judgment requires the Sampson County to provide services to respond to the COVID-19 public health emergency or its negative economic impacts or to provide government services, then the costs of those otherwise ARPA/CSLFRF-eligible projects are allowed.);

14.5.3.5. For a project that includes a term or condition that undermines efforts to stop the spread of COVID-19 or discourages compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19;

14.5.3.6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 CFR 200.318(c).

14.5.3.7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

14.5.3.8. Sampson County and any of its contractors or subrecipients, may not expend any ARPA/CSLFRF funds for these purposes.

14.5.4. Project Approval. Sampson County ARPA/CSLFRF funds were received through the State of North Carolina through an application process which required project identification for funding. Funding cannot be used for other projects. If all funds are not used for these specific projects Sampson County shall contact the State for further direction.

14.6. Allowable Cost and Cost Principals

14.6.1. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARPA/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARPA/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

14.6.2. Sampson County shall adhere to all applicable cost principles governing the use of federal grants.

14.6.3. All costs expended using ARPA/CSLFRF funds must meet the following general criteria:

- 14.6.3.1. Be necessary and reasonable for the proper and efficient performance and administration of the grant program.
- 14.6.3.2. Be allocable to the ARPA/CSLFRF federal award
- 14.6.3.3. Be authorized and not prohibited under state or local laws or regulations.
- 14.6.3.4. Conform to any limitations or exclusions set forth in the principles, federal laws, ARPA/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.
- 14.6.3.5. Be consistent with policies, regulations, and procedures that apply uniformly to both the ARPA/CSLFRF federal award and other activities of Sampson County.
- 14.6.3.6. Be accorded consistent treatment.
- 14.6.3.7. Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.
- 14.6.3.8. Be net of all applicable credits.
- 14.6.3.9. Be adequately documented.

14.6.4. Selected Item Cost

- 14.6.4.1. The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

14.6.5. Direct And Indirect Costs

- 14.6.5.1. Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

14.6.5.1.1. Direct costs are expenses that are specifically associated with a particular ARPA/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

14.6.5.1.2. Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one ARPA/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

14.6.5.1.3. For indirect costs, Sampson County may charge up to 15 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

14.6.6. Special Provisions for State and Local Governments

14.6.6.1. General costs of government.

14.6.6.1.1. For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

- i. Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;
- ii. Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc.,

whether incurred for purposes of legislation or executive direction;

- iii. Costs of the judicial branch of a government;
- iv. Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and
- v. Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

14.6.6.2. Cost Allocation Plans and Indirect Cost Proposals.

14.6.6.2.1. For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

14.6.6.2.2. Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

- i. The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and
- ii. The costs of central governmental services distributed through the central service cost

allocation plan and not otherwise treated as direct costs.

14.6.6.2.3. The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

14.6.7. Post-Expenditure Cost Allowability Review

14.6.7.1. Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, Sampson County must perform a second review to ensure that actual expenditures comprise allowable costs.

15. Program Income Policy

15.1. Purpose and Scope

15.1.1. Sampson County enacts the following procedures for its use of program income earned from the expenditure of CSLFRF funds to ensure compliance with the Uniform Guidance, including, but not limited to, 2 C.F.R. § 200.307, the ARPA/CSLFRF award, and all applicable Federal regulations governing the use of program income. Sampson County agrees to administer program income according to the requirements set forth in this policy and as required by the Federal regulations and State law.

15.1.2. The responsibility for following this policy lies with the Sampson County Finance Department and specific departmental employees who are otherwise identified with the administration and financial oversight of the particular ARPA/CSLFRF award.

15.2. Definitions

15.2.1. ARPA/CLSFRF award: The Federal program governing the use of Coronavirus State and Local Fiscal Recovery Funds as provided for the project and as administered by the U.S. Department of Treasury pursuant to the American Rescue Plan Act of 2021 (“ARPA”), Pub. L. No. 117-2 (Mar. 11, 2021).

15.2.2. CSLFRF funds: The portion of Federal financial assistance from the Coronavirus State Fiscal Recovery Funds and Coronavirus Local Fiscal Recovery Funds (collectively, “CSLFRF”) awarded to Sampson County pursuant ARPA.

- 15.2.3. Federal award: The Federal financial assistance that a recipient receives directly from a federal awarding agency or indirectly from a pass-through entity. The Federal award is the instrument setting forth the terms and conditions of the grant agreement, cooperative agreement, or other agreement for assistance.
- 15.2.4. Federal awarding agency: The Federal agency that provides a federal award directly to a non-Federal entity.
- 15.2.5. Federal financial assistance: The assistance that non-Federal entities receive or administer in the form of grants, cooperative agreements, non-cash contributions, direct appropriations, food commodities, or other financial assistance, including loans.
- 15.2.6. Non-Federal entity: A State, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- 15.2.7. Period of performance: The total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated. All The period of performance for the ARPA/CSLFRF award ends December 31, 2026. All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.
- 15.2.8. Program income: The gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.
- 15.3. Program Income Overview
 - 15.3.1. For purposes of this policy, program income is the gross income earned by Sampson County that is directly generated by a supported activity or earned as a result of the ARPA/CSLFRF award during the period of performance, which closes December 31, 2026. 2 CFR 200.1.
 - 15.3.2. Program income includes, but is not limited to, the following sources of income:
 - 15.3.2.1. The collection of fees for services performed.
 - 15.3.2.2. Payments for the use or rental of real or personal property.

- 15.3.2.3. The sale of commodities or items fabricated under the Federal award.
- 15.3.2.4. The payment of principal and interest on loans made under the Federal award.
- 15.3.3. Program income does not include fees or revenue from the following:
 - 15.3.3.1. The use of rebates, credits, discounts, and interest earned on any of them.
 - 15.3.3.2. Governmental revenues, such as taxes, special assessments, levies, or fines.
 - 15.3.3.3. Proceeds from the sale of real property, equipment, or supplies.
- 15.4. Use of Program Income
 - 15.4.1. The Treasury has indicated that program income earned pursuant to expenditures of CSLFRF shall be accounted for pursuant to the addition method for the use of Program Income. Sampson County agrees to add program income to the total award amount and expend it on eligible projects during the period of performance.
- 15.5. Repayment of Principal and Interest on Loans Made with ARPA/CSLFRF Funds
 - 15.5.1. Treasury has imposed different requirements on loans of CSLFRF funds under the revenue loss category and loans of CSLFRF under other expenditure categories. Sampson County agrees to appropriately account for the repayment of loaned CSLFRF funds according to the ARPA/CSLFRF award terms, as follows:
 - 15.5.1.1. Loans made under the revenue loss eligibility category. Loans of CSLFRF funds under the revenue loss eligibility category may be considered to be expended at the point of disbursement to the borrower, and repayments on such loans are not subject to program income requirements. Accordingly, Sampson County shall not separately account for the repayment of principal and interest on loans of CSLFRF under the revenue loss eligibility category.
 - 15.5.1.2. Non-revenue loss loans (i.e., loans made under the public health emergency/negative economic impacts category and/or the necessary water, sewer, and broadband infrastructure category)
 - 15.5.1.3. Loans that mature or are forgiven on or before December 31, 2026: Sampson County shall add the repayment of principal and interest (program income) to the ARPA/CSLFRF award pursuant to 2 C.F.R. 200.317(e)(2). When the loan is made, Sampson County shall report the principal of the loan as an expense. Sampson County shall expend the repayment of principal only on eligible uses and is subject to restrictions on the timing of the use of ARPA/CSLFRF funds pursuant to the ARPA/CSLFRF award.

- 15.5.1.4. Loans with maturities longer than December 31, 2026: Sampson County is not required to separately account for the repayment of principal and interest on loans of CSLFRF with maturities after the ARPA/CSLFRF award's period of performance. Sampson County shall expend ARPA/CSLFRF funds for only the projected cost of the loan. Sampson County shall project the cost of the loan by estimating the subsidy cost according to one of the calculation methods outlined in Treasury's Final Rule FAQ Question 4.9 (as amended April 27, 2022).
- 15.5.1.5. Contributions to revolving loan funds: Sampson County may contribute funds to a revolving loan fund if the loaned CSLFRF funds are restricted to financing eligible uses. The amount of CSLFRF funds contributed to a revolving loan fund must be limited to the projected cost of loans made over the life of the revolving loan fund, following the approach described above for loans with maturities longer than December 31, 2026. Any contribution of CSLFRF revenue loss funds to a revolving loan fund shall follow the approach of loans funded under the revenue loss eligible use category set forth above.

15.6. Allocation of Program Income

- 15.6.1. Sampson County shall only expend program income on costs that are reasonable, allocable, and allowable under the terms of the ARPA/CSLFRF award. To adhere to these requirements, Sampson County shall comply with the cost principles included in 2 C.F.R. § 200, as outlined in Sampson County's Allowable Costs Policy as contained herein. Sampson County shall allocate program income to the ARPA/CSLFRF award in proportion to the pro rata share of the total funding.

15.7. Additional Program Income Requirements

- 15.7.1. Identifying, Documenting, Reporting, and Tracking. To ensure compliance with the requirements of program income as outlined by the Federal regulations, the terms and conditions of the ASP/CSLFRF award, and the requirements set forth herein, each department shall identify potential sources of program income and properly report the program income for the period in which it was earned and dispersed.
- 15.7.2. Program income shall be accounted for separately. Sampson County shall not comingle program income earned from programs supported by ARPA/CSLFRF funds with the general award of ARPA/CSLFRF funds Sampson County received

from Treasury. Any costs associated with generating program income revenue shall be charged as expenditures to the ARPA/CSLFRF award.

- 15.7.3. Program Income Earned After the Period of Performance. Sampson County shall have no obligation to report program income earned after the period of performance (December 31, 2026). However, Sampson County shall report program income expended after the period of performance if that program income was earned on or before December 31, 2026.
- 15.7.4. Subawards. Sampson County agrees to ensure that any subrecipient of ARPA/CSLFRF funds abides by the award of the terms and conditions of this policy and is aware that the subrecipient is responsible for accounting for and reporting program income to Sampson County.
- 15.7.5. Compliance with State law. Program income shall not be expended for purposes prohibited under State law.
- 15.7.6. Subject to Audit. Sampson County recognizes that its use of program income may be audited and reviewed for compliance with Federal laws and regulations, State law, and the terms of the ARPA/CSLFRF award.

16. Subaward And Monitoring Policy for Expenditure of American Rescue Plan Act Of 2021 Coronavirus State and Local Fiscal Recovery Funds

16.1. Policy Overview

- 16.1.1. Title 2 U.S. Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart D, defines requirements of pass-through entities initiating subaward agreements with Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARPA/CSLFRF). Sampson County shall adhere to all applicable subaward and monitoring requirements governing the use of ARPA/CSLFRF. This policy establishes procedures for classifying, making an award to, and monitoring a sub-recipient consistent with ARPA/CSLFRF grant award terms and all applicable federal regulations in the UG.
- 16.1.2. Responsibility for following these guidelines lies with Sampson County Finance Department and specific departmental employees who are otherwise identified

with the administration and financial oversight of the particular ARPA/CSLFRF award.

16.2. Definitions

- 16.2.1. Contract: A duly executed legal instrument by which a recipient or authorized subrecipient purchases property or services needed to carry out the project or program under a federal award. See also "subaward".
- 16.2.2. Pass-through Entity: A Non-Federal entity that provides a subaward to a subrecipient to carry out part of a federal program.
- 16.2.3. Recipient: An entity, usually but not limited to non-Federal entities that receives a federal award directly from a federal awarding agency. The term "recipient" does not include subrecipients or individuals that are beneficiaries of the award.
- 16.2.4. Subaward: An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the recipient/pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 16.2.5. Subrecipient: An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a federal awarding agency.

16.3. Subrecipient Classification

- 16.3.1. Sampson County must make a case-by-case determination whether an agreement with another government entity or private entity, that is not a beneficiary, receives the funds in the capacity of a subrecipient or contractor.
- 16.3.2. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
 - 16.3.2.1. Determines the eligible party to receive Federal assistance;
 - 16.3.2.2. Has its performance measured in relation to whether objectives of a federal program were met;
 - 16.3.2.3. Has responsibility for programmatic decision-making;

- 16.3.2.4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- 16.3.2.5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
- 16.3.3. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:
 - 16.3.3.1. Provides the goods and services within normal business operations;
 - 16.3.3.2. Provides similar goods or services to many different purchasers;
 - 16.3.3.3. Normally operates in a competitive environment;
 - 16.3.3.4. Provides goods or services that are ancillary to the operation of the Federal program; and
 - 16.3.3.5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.
- 16.3.4. In determining whether an agreement between a pass-through entity and another non-Federal entity is that of a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement.
- 16.3.5. Sampson County will use the above criteria to determine if an agreement involving the expenditure of ARPA/CSLFRF is a contract or subaward. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.
- 16.3.6. Responsible Sampson County staff will document the determination of contract or subaward as appropriate. If the agreement involves a contractor relationship (including a contract for services), Sampson County will follow its UG Procurement Policy when entering into a contract. If the agreement involves a subrecipient relationship, Sampson County must proceed with the Subrecipient Procedures set forth below.
- 16.4. Subrecipient Procedures
 - 16.4.1. Assessment of Risk
 - 16.4.1.1. Before engaging in a subaward, Sampson County must evaluate a subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine whether to award the subaward and the appropriate subrecipient monitoring.

- 16.4.1.2. Responsible Sampson County staff will conduct the risk assessment, which will include consideration of the following factors:
 - 16.4.1.2.1. The subrecipient's prior experience with the same or similar subawards;
 - 16.4.1.2.2. The results of previous audits, including whether or not the subrecipient receives a Single Audit in accordance with 2 CFR 200 Subpart F and the extent to which the same or similar subaward has been audited as a major program;
 - 16.4.1.2.3. Whether the subrecipient has new personnel or new or substantially changed systems; and
 - 16.4.1.2.4. The extent and results of Federal awarding agency monitoring.
- 16.4.1.3. The results of the risk assessment will be documented, and Sampson County will assign an overall risk level to the subrecipient indicating the following:
 - 16.4.1.3.1. Low Risk: There is a low risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements.
 - 16.4.1.3.2. Moderate Risk: There is moderate risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements.
 - 16.4.1.3.3. High Risk: There is high risk that the subrecipient will fail to meet project or programmatic objectives or incur significant deficiencies in financial, regulatory, reporting, or other compliance requirements. If a proposed subrecipient is deemed high risk, the Responsible Sampson County staff must provide written justification to proceed with the subaward. The justification must be approved by the Sampson County Attorney, or their designee.

16.4.2. Subrecipient Monitoring

- 16.4.2.1. Sampson County will develop and implement a subrecipient monitoring plan for the particular subaward based on the findings of the Subrecipient Assessment of Risk. According to 2 CFR 200.332(d), the monitoring plan must involve:
- 16.4.2.1.1. Reviewing required financial and performance reports.
 - 16.4.2.1.2. Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and written confirmation from the subrecipient, highlighting the status of actions planned or taken to address Single Audit findings related to the particular subaward.
 - 16.4.2.1.3. Issuing a management decision for applicable audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by 2 CFR 200.521.
 - 16.4.2.1.4. The pass-through entity is responsible for resolving audit findings specifically related to the subaward and not responsible for resolving crosscutting findings. If a subrecipient has a current Single Audit report posted in the Federal Audit Clearinghouse and has not otherwise been excluded from receipt of Federal funding, the pass-through entity may rely on the subrecipient's cognizant audit agency or cognizant oversight agency to perform audit follow-up and make management decisions related to cross-cutting findings in accordance with 2 CFR 200.513(a)(3)(vii). This does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

- 16.4.2.2. Sampson County's monitoring plan will vary based on the overall subrecipient risk assessment as low risk, medium risk, or high risk, detailed as follows:
- 16.4.2.2.1. Low Risk Assessment Determination Monitoring Plan
 - 16.4.2.2.1.1. Payment validations (monthly);
 - 16.4.2.2.1.2. Report reviews (quarterly);
 - 16.4.2.2.1.3. Desk reviews (at least once per year and more frequently if requested by Sampson County or subrecipient);
 - 16.4.2.2.1.4. Onsite reviews (upon request of Sampson County or subrecipient); and
 - 16.4.2.2.1.5. Audit review (yearly)
 - 16.4.2.2.2. Medium Risk Assessment Determination Monitoring Plan
 - 16.4.2.2.2.1. Detailed financial reporting;
 - 16.4.2.2.2.2. Payment validations (monthly);
 - 16.4.2.2.2.3. Report reviews (bi-monthly);
 - 16.4.2.2.2.4. Desk reviews (within 6 months of project start and every 6 months thereafter)
 - 16.4.2.2.2.5. Onsite reviews (within 12 months of project start and annually thereafter, or more frequently as requested by Sampson County or subrecipient);
 - 16.4.2.2.2.6. Audit review (yearly);
 - 16.4.2.2.2.7. Procedures engagement (if subrecipient is not subject to the Single Audit Act; otherwise, yearly)
 - 16.4.2.2.3. High Risk Assessment Determination Monitoring Plan:
 - 16.4.2.2.3.1. Detailed financial reporting;
 - 16.4.2.2.3.2. Compliance training (one-time);
 - 16.4.2.2.3.3. Prior approvals for certain expenditures;
 - 16.4.2.2.3.4. Payment validations (monthly);

- 16.4.2.2.3.5. Report reviews (monthly);
 - 16.4.2.2.3.6. Desk reviews (within 3 months of project start and quarterly thereafter);
 - 16.4.2.2.3.7. Onsite reviews (within 6 months of project start and bi-annually thereafter, or more frequently as requested by Sampson County or subrecipient);
 - 16.4.2.2.3.8. Audit review (yearly);
 - 16.4.2.2.3.9. Procedures engagement (if subrecipient is not subject to the Single Audit Act; otherwise, yearly)
- 16.4.2.3. Payment validation: All subrecipient documentation for project expenditures will be reviewed by Sampson County for compliance with subaward requirements. Any non-compliant expenditures will be denied and the subrecipient will be provided a reasonable description of the reason for denial and an opportunity to cure the deficiency. For a subrecipient on a reimbursement-based payment structure, the validation will occur before a reimbursement payment is approved. For a subrecipient that received an up-front payment, any funds found to have been expended in violation of the subaward requirements must be repaid to Sampson County.
- 16.4.2.4. Report review: A subrecipient must submit quarterly financial and performance reports, based on the schedule set forth in the subaward. The nature and scope of the reports will depend on the project and be spelled out in the subaward. The reports will be reviewed by Responsible Sampson County staff. Any deficiencies or other performance concerns will be addressed with the subrecipient in a timely manner and could trigger additional monitoring requirements or other interventions, as specified in the subaward.
- 16.4.2.5. Desk review: Sampson County will conduct a meeting to review the subrecipient's award administration capacity and financial management. The meeting may be held virtually or in person. Topics covered will depend on project scope and subrecipient risk assessment and may include governance, budgeting, accounting, internal controls, conflict of interest, personnel, procurement, inventory, and record keeping. Sampson County will produce a report which summarizes the results and any corrective actions if deemed necessary. The report will be shared in a timely manner with the subrecipient.
- 16.4.2.6. Onsite review: Sampson County will conduct an on-site meeting at the subrecipient's location to review the subrecipient's project performance and compliance. Topics covered will depend on project scope and subrecipient risk assessment and may include project procurement, data

- systems, activity and performance tracking, project reporting, inventory, and software systems. Sampson County will produce a report which summarizes the results and any corrective actions deemed necessary. The report will be shared in a timely manner with the subrecipient.
- 16.4.2.7. Audit review: Sampson County must verify that every subrecipient is audited as required by 2 CFR 200 Subpart F (Single Audit) when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR 200.501. Sampson County must obtain a copy of the subrecipient's Single Audit from the Federal Audit Clearinghouse (FAC). Within six months of the acceptance of the audit report by the FAC, Sampson County will issue a management decision for any audit findings related to the subaward. The decision will clearly state whether or not the audit finding is sustained, the reasons for the decision, and the expected auditee action to repay disallowed costs, make financial adjustments, or take other action. (The decision will include reference numbers the auditor assigned to each finding.) The decision will provide a timetable for responsive actions by the subrecipient. Prior to issuing the management decision, Sampson County may request additional information or documentation from the auditee, including a request for auditor assurance related to the documentation, as a way of mitigating disallowed costs.
- 16.4.2.8. Procedures engagement: This monitoring plan review is applicable only to subrecipients who are not subject to the Single Audit Act. An auditor will perform specific procedures and report on findings. The scope must be limited to the following compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting. The review will be arranged and paid for by Sampson County. Sampson County will verify completion of the procedures engagement. Within six months of the acceptance of the procedures engagement report, Sampson County will issue a management decision for any findings related to the subaward. The decision will provide a timetable for responsive actions by the subrecipient. Prior to issuing the management decision, Sampson County may request additional information or documentation from the subrecipient, including a request for auditor assurance related to the documentation, as a way of mitigating disallowed costs.
- 16.4.2.9. The specific monitoring plan for each subrecipient, including the type and frequency of reviews, will be detailed in the subaward agreement. For all requirements beyond those listed under the Low-Risk category above, Sampson County will notify the subrecipient of the following in the subaward:
- 16.4.2.9.1. The nature of the additional requirements;
 - 16.4.2.9.2. The reason why the additional requirements are being imposed;

- 16.4.2.9.3. The nature of the action needed to remove the additional requirement, if applicable;
- 16.4.2.9.4. The time allowed for completing the actions if applicable; and
- 16.4.2.9.5. The method for requesting reconsideration of the additional requirements

16.4.3. Subrecipient Interventions

- 16.4.3.1. Sampson County may adjust specific subaward conditions as needed, in accordance with 2 CFR 200.208 and 2 CFR 200.339. If the Sampson County determines that the subrecipient is not in compliance with the subaward, Sampson County may institute an intervention. The degree of the subrecipient's performance or compliance deficiency will determine the degree of intervention. All possible interventions must be indicated in the subaward agreement.
- 16.4.3.2. Sampson County must provide written notice to the subrecipient of any intervention within thirty days of the completion of a report review, desk review, onsite review, audit review, or procedures engagement review or as soon as possible after Sampson County otherwise learns of a subaward compliance or performance deficiency.
- 16.4.3.3. Pursuant to 2 CFR 200.208, the written notice must notify the subrecipient of the following related to the intervention:
 - 16.4.3.3.1. The nature of any additional requirement;
 - 16.4.3.3.2. The reason why any additional requirement is being imposed;
 - 16.4.3.3.3. The nature of the action needed to remove any additional requirement, if applicable;
 - 16.4.3.3.4. The time allowed for completing the action, if applicable; and
 - 16.4.3.3.5. The method for requesting reconsideration of the additional requirements.
- 16.4.3.4. The following interventions may be imposed on a subrecipient, based on the level of the compliance or performance deficiency:
 - 16.4.3.4.1. Level 1 Interventions. These interventions may be required for minor compliance or performance issues.
 - 16.4.3.4.1.1. Subrecipient addresses specific internal control, documentation, financial

management, compliance, or performance issues within a specified time;

16.4.3.4.1.2. More frequent or more detailed reporting by the subrecipient;

16.4.3.4.1.3. More frequent monitoring by Sampson County; and/or

16.4.3.4.1.4. Required subrecipient technical assistance or training

16.4.3.4.2. Level 2 Interventions. These interventions may be required, in addition to Level 1 interventions, for more serious compliance or performance issues.

16.4.3.4.2.1. Restrictions on funding payment requests by subrecipient;

16.4.3.4.2.2. Disallow payments to subrecipient;

16.4.3.4.2.3. Require repayment for disallowed cost items; and/or

16.4.3.4.2.4. Impose probationary status on subrecipient

16.4.3.4.3. Level 3 Interventions. These interventions may be required, in addition to Level 1 and 2 interventions, for significant and/or persistent compliance and/or performance issues.

16.4.3.4.3.1. Temporary or indefinite funding suspension to subrecipient;

16.4.3.4.3.2. Nonrenewal of funding to subrecipient in subsequent year;

16.4.3.4.3.3. Terminate funding to subrecipient in the current year; and/or

16.4.3.4.3.4. Initiate legal action against subrecipient

17. Additional Federal Contract Provisions

17.1. Sampson County, as a recipient of federally funded grants or use federal assistance to support procurements will comply with the applicable provisions of the Federal procurement standards 2 CFR pt. 200. As result, any contractor awarded federally funded

contracts by Sampson County, in addition to contract clauses required by North Carolina law and other applicable federal regulations specific to a federal award, must comply with the following additional contract provisions set forth herein, unless a particular award term or condition specifically indicates otherwise.

- 17.1.1. Byrd Anti-Lobbying Amendment. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Suppliers, contractors, subcontractors, consultants, and sub-consultants who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- 17.1.2. Clean Air Act and Federal Water Pollution Control Act (Clean Water Act). All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the Clean Air Act (42 U.S.C. 7401– 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—when contract amounts exceed \$150,000 and agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401– 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).
- 17.1.3. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333). All contracts awarded by Sampson County in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work

week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 17.1.4. Copeland “Anti-Kickback” Act. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the with the Copeland “Anti- Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Sub- contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
- 17.1.5. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146- 3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Sampson County must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Sampson County must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for

compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Sampson County must report all suspected or reported violations to the Federal awarding agency.

- 17.1.6. Domestic Procurement Preference. As appropriate and to the extent consistent with law, Sampson County’s Supplier should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to iron, aluminum, steel, cement, and other manufactured products).” For purposes of this clause, (i) “produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States, and (ii) “manufactured products” means items and construction materials composed in whole or in part of nonferrous materials such as aluminum; plastics and polymer based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- 17.1.7. Drug-Free Workplace Regulations. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires agreement to maintain a drug-free workplace.
- 17.1.8. Energy Policy and Conservation Act. All Suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
- 17.1.9. Environmental reviews/assessments. When required by Federal program legislation, awarded contractors must conduct and complete federally approved process of reviewing a project and its potential environmental impacts to

determine whether it meets federal, state, and local environmental standards. The environmental review process is required for most federally assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users. Not every project is subject to a full environmental assessment (i.e., every project's environmental impact must be examined, but the extent of this examination varies), but every project must be in compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws.

- 17.1.10. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964- 1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 17.1.11. Fly America Act of 1974. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
- 17.1.12. Hotel and Motel Fire Safety Act of 1990. In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, all suppliers, contractors, subcontractors, consultants, and sub-consultants must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines

of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225.

- 17.1.13. Limited English Proficiency (Civil Rights Act of 1964, Title VI). All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires taking reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.
- 17.1.14. Patents and Intellectual Property Rights. Unless otherwise provided by law, suppliers, contractors, subcontractors, consultants, and sub-consultants are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All suppliers, contractors, and subcontractors, consultants, sub-consultants are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
- 17.1.15. Procurement of Recovered Materials. All suppliers, contractors, and subcontractors, consultants, sub- consultants must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- 17.1.16. Rights to Inventions Made Under a Contract or Agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and Sampson County in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 17.1.17. Telecommunications Huawei / ZTE Ban. 2 C.F.R. 200.216 prohibits non-federal entities receiving federal grant funds from entering into a contract (or

extend or renew a contract) to procure or obtain equipment, services, or system that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from the Chinese manufacturers Huawei and ZTE.

17.1.18. Terrorist Financing. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism.

17.1.19. Trafficking Victims Protection Act of 2000. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) as amended (22 U.S.C. § 7104). The award term is located at 2 CFR § 175.15, the full text of which is incorporated here by reference in the standard terms and conditions for federally funded procurements.

17.1.20. USA Patriot Act of 2001. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

17.1.21. Whistleblower Protection Act. All suppliers, contractors, subcontractors, consultants, and sub- consultants must comply with the statutory requirements for whistleblower protections (if applicable).

An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in [paragraph \(a\)\(2\) of 41 U.S.C. 4712](#) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee

whistleblower rights and protections under [41 U.S.C. 4712](#). See statutory requirements for whistleblower protections at [10 U.S.C. 4701](#), [41 U.S.C. 4712](#), [41 U.S.C. 4304](#), and [10 U.S.C. 4310](#).

Hatch Act. All suppliers, contractors, subcontractors, consultants, and sub-consultants must comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

Procurement Procedures with Federal Funds

I. Purpose

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for the purchase of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

II. Policy

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed) which includes, but is not limited to, direct grants, USDA grants and loans, CDBG funds, FEMA disaster assistance grants, and the Highway Planning, Research, and Construction Program. The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. §200.317 through §200-327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The County of Sampson will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the County of Sampson have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law. In addition, the County must comply and adhere to any other grant specific requirements.
- C. **Contract Award.** When bids are required by law, or otherwise solicited by the County, all contracts shall be awarded only to the lowest responsive, responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract. Consideration shall be given to contractor integrity, compliance with public policy and proper classification of employees, record of past performance, and financial and technical resources.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing.
- F. **Self-Certification.** Annual self-certification shall be included within the annual Budget Ordinance and approved by the Board of Commissioners.
- G. **Contractor's Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

Procurement Procedures with Federal Funds - Continued

III. Procedures:

General: The Administrative Procedures contained within this policy are administrative and may be changed as necessary at staff level to comply with the Federal Procurement Standards within this Policy. However, any policy changes must be approved by the governing body prior to becoming effective.

Either the Finance Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

General Procurement Standards and Procedures:

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stock-piling). The Finance Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Cost Reduction.** County departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. County departments are further encouraged to use value engineering clauses in federal contracts for construction and repair that are of sufficient size to offer reasonable opportunities for cost reductions.
- C. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- D. **Notice of Federal Funding.** All bid solicitations for federal contracts must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- E. **Compliance by Contractors.** All solicitations should inform prospective contractors that they will need to comply with all applicable federal laws, regulations, executive orders, FEMA requirements, and terms and conditions of the funding award.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

Procurement Procedures with Federal Funds - Continued

- G. **Fixed Price.** Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and Materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A Time and materials contract shall not be awarded without the express written permission of the federal agency or state pass-through agency that awarded the funds.
- H. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach. Note: This comparison is necessary for most FEMA financial assistance programs following an emergency or major disaster declaration.
- I. **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- J. **Documentation of Procurement Procedures.** Documentation must be maintained by the Finance Department and/or the Requesting Department detailing the history of all procurements. The documentation should include procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- K. **Cost Price Analysis.** For all procurements costing \$250,000 or more, the Finance Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- L. **Contract Requirements.** The Finance or Requesting Department must prepare a written contract with the appropriate county official authorize to sign contracts on behalf of the County.
- M. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list. Prior to preparing the contract, the Finance Department or the Requesting Department must verify that the contractor is not on the federally debarred bidder’s list. This can be accomplished by using SAM.gov.
- N. **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.

Procurement Procedures with Federal Funds - Continued

- O. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The County shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding; specifying a brand name without allowing for “or equal” products, or other unnecessary requirement that have the effect of the restricting competition.
- P. **Domestic Sourcing.** Grantees should provide for domestic sourcing preferences to the greatest extent possible.
- Q. **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.
- R. **Pre-Qualification.** Prequalification of contractors for federally funded projects are discouraged due to the potential for limiting open and free competition.
- S. **Protests and Disputes.** Bid protests and disputes will be in accordance with the “Bid Protest Procedures” within this policy.
- T. **Competitive Bids.** Purchases made through a Cooperative Purchasing Program or the NC State Contract may be allowed ONLY if the contracts were procured in compliance with the 2 C.F.R. 200.317-327 and written approval is granted by the federal grantor agency. Documentation must be provided by the supplier demonstrating compliance. However, State Contract or Cooperative Purchasing programs may be used for purchases under the micro-purchase limit.

Procurement Procedures with Federal Funds - Continued

IV. Specific Procurement Procedures

Either the Finance Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

Purchase Contracts

Construction/Repair/Facility Improvement/Renovation

\$0 up to \$30,000

Service Contracts

\$0 up to \$50,000

Professional Services

\$0 up to \$50,000 (use RFQ process or Exemption Process)

Annual self-certification within the Budget Ordinance – must be included in the Ordinance annually.

Shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. §200.320(a))

Procedures are as follows:

- No bidding is required
- Price must be considered fair and reasonable
- To the extent practicable, purchases must be distributed among qualified suppliers
- Contract must be in writing (this could be in the form of a purchase order)

Purchase Contracts

\$30,000 up to \$90,000:

Service Contracts (except for A/E Professional Services)

\$50,000 - \$90,000:

Shall be procured using the Uniform Guidance “Simplified Acquisitions” (2 C.F.R. §200.320(b))

Procedures are as follows:

- Cost or price analysis is NOT required prior to soliciting bids
- Obtain written price quotes from an adequate number of suppliers or sources (which shall not be less than two (2) quotes)
Check specific grant as some agencies may require more than two (2) quotes
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. §200.321 by posting on the State’s IPS site and the HUB Site
- Award contract as a Fixed Price. A Not to Exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction repair require use of contract template)
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding
- **If less than two bids are received, re-advertisement is necessary. If upon re-advertisement only one bid is received, the bid can be accepted and opened.**

Procurement Procedures with Federal Funds - Continued

Service Contracts (\$90,000 up to \$250,000)

Purchase Contracts (\$90,000 and above)

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “Sealed Bid” procedure (2 C.F.R. §200.320(c)) and state formal bidding procedures (G.S. 143-129)

Procedures are as follows:

- Cost or price analysis is required prior to soliciting bids
- Complete specifications or purchase description must be available to all bidders
- Public Advertisement: (Electronic Advertising is authorized)
 - o Legal notice must reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321 by posting on the State’s IPS site and the HUB site.
- Solicit from adequate number of known suppliers
- Bids must be submitted sealed
- Public Bid Opening
- Must have two (2) sealed bids submitted to open
- **If less than two bids are received, re-advertisement is necessary. If upon re-advertisement only one bid is received, the bid can be accepted and opened (per SOG)**
- Bids may only be rejected for “sound documented reasons”
- Award contract as a firm fixed-price. A Not to Exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest, responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction repair require use of contract template)
- Cannot use a cooperative purchasing program as an Exception to the Bidding
- Governing board approval unless delegated to the County Manager

Service Contracts (except for A/E Professional Services)

\$250,000 and above

Shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought.

Note: RFP’s (Competitive Proposals) can only be used when conditions are not appropriate for the use of sealed bids such as service contracts. This can be used for all types of contracts \$250,000 and over.

Procedures are as follows for competitive proposal method:

- Publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
- Solicit from adequate number of qualified firms.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321 by posting on the State’s IPS site and the HUB site.
- Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
- All responses must be considered to the maximum extent practical.
- Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.

Procurement Procedures with Federal Funds - Continued

Service Contracts (except for A/E Professional Services) - Continued

\$250,000 and above

- Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP.
- Governing board approval is required per local policy.
- Award the contract on a firm fixed-price or cost-reimbursement basis
- Must have written contract with federal contract provisions included.
- Cannot use a cooperative purchasing program as an Exception to the Bidding
- Do NOT have to re-advertise if only one response is received.

Construction/Repair/Facility Improvement/Renovation

\$10,000 up to \$250,000: OR

\$30,000 up to \$250,000: As long as the Resolution by the Board was approved each year to increase the micro-purchase limit – must be approved annually

Shall be procured using the Uniform Guidance “Simplified Acquisitions” procedure (2 C.F.R. § 200.320(b))

Procedures are as follows:

- Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321 by posting on the State’s IPS site and HUB.
- Obtain written price quotes from an adequate number of suppliers or sources (typically means two (2); however, verify with granting agency)
- Award Contract on a fixed-price or not to exceed basis
- Award to lowest responsive, responsible bidder
- Governing Board approval is not required
- Must have written contract with federal contract provisions included
- If less than two bids are received, re-advertisement is necessary. If upon re-advertisement only one bid is received, the bid can be accepted and opened.

Construction/Repair/Facility Improvement/Renovation

\$250,000 up to \$500,000:

Shall be procured using the Uniform Guidance “Sealed Bid” procedure (2 C.F.R. § 200.320(c))

Procedures are as follows:

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Public Advertisement: Advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained
- Solicit from adequate number of known suppliers

Procurement Procedures with Federal Funds - Continued

Construction/Repair/Facility Improvement/Renovation - Continued

\$250,000 up to \$500,000:

- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321 by posting on the State's IPS site and the HUB site.
- Bids must be submitted sealed
- Public Bid Opening
- Must have two (2) sealed bids submitted prior to opening
- Original 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the two (2) bid requirement)
- Performance and Payment Bonds for 100% of contract price
- Bids may only be rejected for "sound documented reasons"
- Contract awarded on firm-fixed price basis
- Award to lowest responsive, responsible bidder
- Must have written contract with federal contract provisions included
- Governing Board approval is not required
- If less than two bids are received, re-advertisement is necessary. If upon re-advertisement only one bid is received, the bid can be accepted and opened.

*** Building Projects over \$300,000**

Note: Construction or repair contracts involving a building \$300,000 and above must also include:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

Construction/Repair/Facility Improvement/Renovation

\$500,000 and above:

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129)

Procedures are as follows:

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- Public Advertisement: (Electronic Advertising is authorized if local policy allows)
 - o Legal notice must reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
- Solicit from adequate number of known suppliers
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321 by posting on the State's IPS site and HUB.
- Good Faith MBE Requirements/Affidavits must be submitted

Procurement Procedures with Federal Funds - Continued

Construction/Repair/Facility Improvement/Renovation - Continued

\$500,000 and above:

- Bids must be submitted sealed and in paper form.
- Public Bid Opening
- Must have three (3) sealed bids submitted before opening
- Original 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the three (3) bid requirement) Bid Bonds may not be faxed or emailed. Bid Bonds must be original and submitted with the Bid.
- Performance and Payment Bonds for 100% of contract price
- Bids can only be rejected for "sound documented reasons"
- Contract awarded on firm-fixed Price basis
- Award to lowest, responsive, responsible bidder
- Must have written contract with federal contract provisions included
- Governing Board approval is required (cannot be delegated)
- If less than three bids are received, re-advertisement is necessary. If upon re-advertisement less than three bids are received, bid(s) can be accepted and opened.

Professional Services (Architectural and Engineering Services)

Professional Services under \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act may be exempt pursuant to G.S. 143-64.32 as long as the annual self-certification has been included in the annual Budget Ordinance. If the self-certification was not approved, the micro-purchase threshold shall be \$10,000.00.

\$50,000 - \$250,000

Shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31)

Procedures are as follows:

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Advertisement: Solicit only - Newspaper is not required.
- Price (other than unit cost) shall not be solicited in the RFQ.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321 by posting on the State's IPS site and HUB.
- Evaluate the qualifications of respondents based on the evaluation criteria developed by the Finance Department and/or Requesting Department.
- State licensure requirements apply
- Rank respondents based on qualifications and select the best qualified firm.
- Price cannot be a factor in the evaluation.
- Preference may be given to in-state (but not local) firms.
- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is not required
- Must have written contract with federal contract provisions included
- Do NOT have to re-advertise if only one response is received.

Procurement Procedures with Federal Funds - Continued

IV. Specific Procurement Procedures - Continued

Professional Services (Architectural and Engineering Services) \$250,000 and over

Shall be procured shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5))

Procedures are as follows:

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Advertisement: Solicit only - Newspaper is not required).
- Price (other than unit cost) shall not be solicited in the RFQ.
- Consider engaging with M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321 by soliciting on the State’s IPS site and HUB site
- Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
- Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
- Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
- Consider all responses to the publicized RFQ to the maximum extent practical.
- Evaluate qualifications of respondents based on the evaluation criteria developed by the Finance Department and/or Requesting Department
- Rank respondents based on qualifications and select the most qualified firm.
- Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
- Price cannot be a factor in the initial selection of the most qualified firm.
- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- State licensure requirements apply
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is required (per local policy)
- Must have written contract with federal contract provisions included

Note1: Geographic preference *is no longer prohibited* when federal funds are used.

Note 2: RFQ process cannot be used for general consulting services or other services not defined by state law or PDAT Supplement, Section V-15 even if those services *can be* performed by an architectural or engineering firm.

Procurement Procedures with Federal Funds - Continued

IV. Specific Procurement Procedures - Continued

V. Exceptions

Non-competitive contracts are allowed only under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. **Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Finance Department and/or Requesting Department shall document the justification for and lack of available competition for the item. Written prior approval is required by the granting agency for all sole source procurements in excess of \$250,000. All sole source contracts must be approved by the governing board when federal funding is involved unless the contract is under \$30,000.
- B. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding. A cost analysis is still required.
- C. **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. **Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts. NOTE: Cannot use this exception for FEMA Public Assistance. FEMA advises against this and requires bidding out. Can be used for all other federal funding/grants as long as approval has been given by the grantor.
- E. **Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.
- F. When hiring consultants, prior approval must be obtained from the awarding agency whose rate exceeds the consultant rate maximum limit as specified by the awarding agency.

Bid Protest Procedures

A. Purpose

To establish a written bid protest procedure.

II. Procedure

Any party which is a prospective bidder, offeror, or contractor that may be aggrieved by the solicitation must submit a written protest within five (5) calendar days prior to the opening of the Request for Bid and/or the Request for Proposal.

Any party which is an actual bidder, offeror, or contractor that may be aggrieved by the award of a contract, must submit a written protest within five (5) days of the County's announcement of intent to award.

The protest must be addressed to the Sampson County Finance Department and must include all the following information:

1. Name, address, telephone number, and e-mail address of the protester.
2. Signature of the protester or authorized agent.
3. The bid name and bid number.
4. A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
5. Any supporting exhibits, evidence, or documents to substantiate any claims.
6. All information establishing that the protester is an interested party for the purpose of filing a protest.
7. The form of relief requested.

After careful consideration of all relevant information, and consultation with the County Attorney, the Finance Department shall make a written decision.

A decision of the Finance Department may be appealed to the County Manager. This appeal must be in writing and be delivered to the office of the County Manager within seven (7) calendar days of the date of the Finance Department's decision.

The County Manager will then have seven (7) calendar days to render a final decision.

Any and all costs incurred by a protesting party in connection with a protest shall be the sole responsibility of the protesting party.

Conflict of Interest: Use of Federal Funds

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. **Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the County of Sampson may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent,
2. any member of his or her immediate family,
3. his or her partner, or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal agency.

B. **Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the County of Sampson are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value such as promotional items, honorariums for participation in meetings, and meals furnished at banquets may be accepted. Any officer, employee or agent who knowingly accepts an item of nominal value shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

**STATE OF NORTH CAROLINA
COUNTY OF SAMPSON**

FIRE PROTECTION & RESCUE SERVICES CONTRACT AMENDMENT

THIS FIRE PROTECTION & RESCUE SERVICES CONTRACT AMENDMENT ("Amendment") is made and entered into effective the 1st Day of July 2025 by and between **SAMPSON COUNTY**, a body corporate and politic and a political subdivision of the State of North Carolina (the "County") and **TAYLORS BRIDGE FIRE DEPARTMENT**, a North Carolina non-profit corporation ("Fire Department"). The County and Fire Department may be referred to herein at times individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the County and the Fire Department have operated under a service contract since the first day of July 2020; and,

WHEREAS, the County wishes to extend the term of the Fire Protection and Rescue Services Contract, while setting forth procedures helpful to the continued provision of services to the citizens; and,

WHEREAS, the Fire Department wishes to continue to provide services authorized by the service contract of July 1, 2020; and,

WHEREAS, this Amendment is entered into pursuant to Section 22 of the Fire Protection & Rescue Services Contract; and,

WHEREAS, the entire purpose of the Fire Protection & Rescue Services Contract is to ensure the correct provision of fire and rescue services to the citizens of Sampson County.

AGREEMENT

NOW, THEREFORE, for an in consideration of the mutual promises contained herein and other good and valuable consideration, the Parties contract and agree to the following amendments to the Fire Protection & Rescue Services Contract as follows:

SECTION 1. CONTRACT EXTENSION

Except as specifically set forth herein, all the terms and conditions of the Fire Protection & Rescue Services Contract originally entered into by the Parties on July 1, 2020 for a term of five (5) years is hereby extended for an additional five (5) year period lasting through June 30, 2030.

SECTION 2. TRACKING AND REPORTING OF FIRE AND RESCUE SERVICES

The County shall, through its Emergency Services and/or Emergency Communications Department, track all calls for fire and/or rescue services (as applicable) in the service district of the Fire Department. The County shall publish annually, no later than January 31st of each year, a report detailing the responses of each Fire Department subject to the Fire Protection & Rescue Services Contract and this Amendment. This report shall be made available to all Fire Departments of the County and the public. The report shall be used for the purposes of Section 5 of this Amendment.

For the first year following implementation of this Amendment, response reporting shall be from July 1 through December 31. For subsequent years, it shall be for the prior calendar year.

SECTION 3. ESTABLISHMENT OF A FIRE SERVICE BASE TAX RATE

Effective July 1, 2025, concurrent with the County's 2025-2026 Fiscal year (FY25-26), supplemental funding originating from the county's General Fund received by the Fire Department shall end and the fire tax rate of the Fire Department's district is increased to generate revenue equivalent to that produced by the FY 24-25 approved fire tax rate plus the approved supplemental funding for FY24-25.

The fire tax rate thus calculated shall be considered the "base rate" for the FY 25-26 year. A list of the base fire tax rates by department for FY 25-26 is included at Exhibit A.

Nothing in this section prohibits the County from making special appropriations in future years, if in its sole discretion it deems it necessary to do so.

For clarity, this Section 3 of the Amendment supplants and otherwise renders null and void all terms and conditions related to Section 1 (Fire Service Tax and Supplemental Payments) of the original Agreement entered on July 1, 2020.

SECTION 4. INFLATION & MULTI-YEAR BUDGETING BASE RATE ADJUSTMENT

Effective July 1, 2025, concurrent with the County's FY25-26, in addition to that rate specified in Section 3, the following adjustment is made. Recognizing the effects of inflation as well as the need for Fire Departments to conduct multi-year budgeting, the County shall adjust the fire tax base rate as established in Section 3 (and shown at Exhibit A) as follows:

- A. For departments with a calculated FY26 base rate of 0.050 to 0.064 the multi-year rate shall be 0.070
- B. For departments with a calculated FY26 base rate of 0.065 to 0.069 the multi-year rate shall be 0.075
- C. For departments with a calculated FY26 base rate of 0.070 to 0.074 the multi-year rate shall be 0.080
- D. For departments with a calculated FY26 base rate of 0.075 to 0.079 the multi-year rate shall be 0.085
- E. For departments with a calculated FY26 base rate of 0.080 to 0.084 the multi-year rate shall be 0.090
- F. For departments with a calculated FY26 base rate of 0.085 to 0.089 the multi-year rate shall be 0.095
- G. For departments with a calculated FY26 base rate of 0.090 to 0.099 the multi-year rate shall be 0.100

Absent a request from the Fire Department to modify their district's rate, these rates shall automatically continue at this specified level until after the next County tax base revaluation. In the first County fiscal year immediately following the completion of the County tax base revaluation, all fire tax district rates shall be reexamined and are subject to change.

SECTION 5. SIMPLIFIED PAYMENT AND BUDGETING FOR SERVICES PROVIDED

Effective July 1, 2025, Fire Service District taxes will be paid to the Fire Department monthly as the taxes are collected by the County. All Fire Departments shall maintain their own fund balances as all fire taxes will be disbursed immediately upon collection by the County. Any Fire Department fund balance amounts held by the County as of the date of this agreement's final execution shall be disbursed to the Fire Department.

For clarity, this Section 5 of the Amendment supplants and otherwise renders null and void all terms and conditions related to Section 2 (Fund Balance) of the original Agreement entered on July 1, 2020.

No later than the last day of February of each calendar year, the Tax Administrator of the County shall publish information to the Fire Department on the current and projected tax base value within the service district, anticipated total fire tax revenues generated within the district, and the projected amount of revenues generated by one cent on the fire tax rate in the district for the coming fiscal year.

Effective as of the effective date of this Amendment, provided all the following criteria are met, Fire Departments shall not be required to submit annual budget requests to the Fire Commission or County

during those years between County tax base revaluation cycles. In the first fiscal year following a County tax base revaluation cycle all departments shall submit budgets to the County so that the County may consider departmental needs, special circumstances, and contemplate any changes to the multi-year rate.

- A. Publish and make available their full proposed budget for public review, provide a ten (10) day notice of public hearing, and hold a public hearing no less than ten (10) days prior to adoption of the Fire Department's annual budget.
- B. Respond to a minimum of 95% of all emergency fire and rescue calls for service listed within Exhibit A of the Agreement as tracked by the County. Minimum levels of acceptable response for service shall be defined as follows:
 - 1. Car Accident – Response with Class A Rated Engine
 - 2. Structure Fire – Response with Class A Rated Engine
 - 3. Brush/Woods Fire – Response with Class A Rated Engine or Brush Truck
 - 4. Fire Alarms – Any response as deemed appropriate by the Fire Department
 - 5. All Other Calls – Any response with vehicle as deemed appropriate by the Fire Department
- C. Abide by all other conditions of the Fire Protection and Services Contract
- D. Do not request an increase in the fire tax rate for their district.

SECTION 6. THE METHOD BY WHICH A FIRE TAX RATE IS DETERMINED.

When a Fire Department submits a budget request to the County, the following method shall be utilized.

- A. No later than the last day of February of each calendar year, the County Tax Administrator shall provide to the Fire Department the current and projected tax base value within the service district, the anticipated total fire tax revenues within the service district at the then-current fire tax rate, and the projected amount of revenues generated by one cent on the fire tax rate for the coming fiscal year.
- B. No later than the last day of February of each calendar year, the County Finance Officer shall deliver to the Fire Department such standard electronic budget forms as are necessary for the Fire Department to submit a proposed budget to the County Fire Commission.
- C. The Fire Department shall then:
 - 1. Using the County standard electronic budget forms publish the proposed budget.
 - 2. Provide a ten (10) day notice of open meeting and public hearing following budget publication.
 - 3. Hold the open meeting and public hearing, keeping minutes and recording of the public hearing.
 - 4. Following the public hearing, consider adoption of the proposed budget by the Fire Department.
- D. Following the Fire Department's adoption of the budget, the Department shall deliver the budget request, minutes and recording of the public hearing to the County via the County Emergency Services Director no later than April 15. Within the budget request, specific justification shall be given for any fire tax rate increase requested.
- E. The Fire Commission shall collect and consolidate all Fire Department budget requests and shall make the requests available to the public for review.
- F. After collecting all budget requests, the Fire Commission shall hold a special budget workshop during which representatives of the Fire Department(s) shall present their budgets to the Fire Commission. The representatives shall provide specific information regarding any fire tax rate adjustment requests as well as the expenditure(s) which necessitated such requests. The workshop shall be recorded and published by the County.

- G. Following the budget presentation(s) by the Fire Department(s) the Fire Commission shall set a date for a public hearing on all Fire Department budgets which shall be no sooner than ten (10) days following the Fire Commission workshop.
- H. The Fire Commission shall hold a budget public hearing. Following the public hearing, the Fire Commission shall vote on recommendations to be forwarded to the County Budget Officer (County Manager) on the fire district tax rates.
- I. The County Budget Officer shall place the fire district tax rates as recommended by the Fire Commission in the proposed county budget for Board of Commissioner Consideration.
- J. The Board of County Commissioners, as the governing body of the County of Sampson, retain all authority to set and amend local property tax rates, including that of fire tax districts. The Board of Commissioners shall consider the recommendations of the Fire Commission as part of the annual budget process.

SECTION 7. MODIFIED SECTION 8 OF AGREEMENT (FIRE DEPARTMENT'S USE OF FUNDS).

Section 8.0 of the Agreement entered into on July 1, 2020, is hereby amended to read as follows:

8.0. The Fire Department shall use the funds subject to this Agreement in accordance with its annual budget. This budget may be amended by the Fire Department's Board of Directors within the approved total appropriations made available pursuant to this Agreement, provided that all appropriations must be used for furnishing the Required Services within the Fire Department's Fire Response District and any other locations to which the Fire Department may be dispatched.

SECTION 8. MODIFIED SECTION 18 OF AGREEMENT (TERMINATION).

Section 18 of the Agreement entered on July 1, 2020, is hereby amended to read as follows:

Termination for Convenience. This Agreement may be terminated by either party without cause upon advance written notice to the other party, served upon the other party by certified mail at least ninety (90) days prior to the effective date of termination.

Default and Termination for Cause. Upon an event of default or failure to perform in accordance with the terms of the Agreement and Amendment, the non-defaulting party shall have the right to terminate upon thirty (30) calendar days written notice; to be served by certified mail. Upon being served with a notice of default and with the intent to terminate, the defaulting party shall be granted fifteen (15) days to cure the event of default. If such default is cured within fifteen (15) days, the notice of termination shall be rescinded. Failure of the County and the Fire Department to agree upon the amount of funding shall terminate this Agreement. All services, duties, responsibilities, and the terms and conditions defined within this Agreement and the Amendment are considered material, and the breach of any material term shall constitute a breach for the purposes of this Section 8.

For clarity, the timeframe detailed above shall replace the ninety (90) day timeframe detailed in Section 9 (Noncompliance By Fire Department).

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by its Chairman of the Board, and the Fire Department has caused this instrument to be executed by the Chair of its Board of Directors or other duly authorized official, attested by its Secretary, and its corporate seal affixed hereto, all by authorization of its Board of Directors duly given in accordance with its Articles of Incorporation and Bylaws, as well as its Fire Chief.

This the _____ day of _____, 2025.

SAMPSON COUNTY

SIGNED:

Allen, McLamb, Chairman of the Board of Commissioners

ATTEST:

Jeffrey L. Hudson, Interim County Manager

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

This the _____ day of _____, 2025.

Melissa Burton, County Finance Officer

TAYLORS BRIDGE FIRE DEPARTMENT

SIGNED:

PRINT NAME / TITLE:

Alan Williams, Fire Chief

ATTEST:

PRINT NAME / TITLE:

Jeffrey Hudson, Interim County Manager

**STATE OF NORTH CAROLINA
COUNTY OF SAMPSON**

FIRE PROTECTION & RESCUE SERVICES CONTRACT AMENDMENT

THIS FIRE PROTECTION & RESCUE SERVICES CONTRACT AMENDMENT ("Amendment") is made and entered into effective the 1st Day of July 2025 by and between **SAMPSON COUNTY**, a body corporate and politic and a political subdivision of the State of North Carolina (the "County") and **VANN CROSSROADS FIRE DEPARTMENT**, a North Carolina non-profit corporation ("Fire Department"). The County and Fire Department may be referred to herein at times individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the County and the Fire Department have operated under a service contract since the first day of July 2020; and,

WHEREAS, the County wishes to extend the term of the Fire Protection and Rescue Services Contract, while setting forth procedures helpful to the continued provision of services to the citizens; and,

WHEREAS, the Fire Department wishes to continue to provide services authorized by the service contract of July 1, 2020; and,

WHEREAS, this Amendment is entered into pursuant to Section 22 of the Fire Protection & Rescue Services Contract; and,

WHEREAS, the entire purpose of the Fire Protection & Rescue Services Contract is to ensure the correct provision of fire and rescue services to the citizens of Sampson County.

AGREEMENT

NOW, THEREFORE, for an in consideration of the mutual promises contained herein and other good and valuable consideration, the Parties contract and agree to the following amendments to the Fire Protection & Rescue Services Contract as follows:

SECTION 1. CONTRACT EXTENSION

Except as specifically set forth herein, all the terms and conditions of the Fire Protection & Rescue Services Contract originally entered into by the Parties on July 1, 2020 for a term of five (5) years is hereby extended for an additional five (5) year period lasting through June 30, 2030.

SECTION 2. TRACKING AND REPORTING OF FIRE AND RESCUE SERVICES

The County shall, through its Emergency Services and/or Emergency Communications Department, track all calls for fire and/or rescue services (as applicable) in the service district of the Fire Department. The County shall publish annually, no later than January 31st of each year, a report detailing the responses of each Fire Department subject to the Fire Protection & Rescue Services Contract and this Amendment. This report shall be made available to all Fire Departments of the County and the public. The report shall be used for the purposes of Section 5 of this Amendment.

For the first year following implementation of this Amendment, response reporting shall be from July 1 through December 31. For subsequent years, it shall be for the prior calendar year.

SECTION 3. ESTABLISHMENT OF A FIRE SERVICE BASE TAX RATE

Effective July 1, 2025, concurrent with the County's 2025-2026 Fiscal year (FY25-26), supplemental funding originating from the county's General Fund received by the Fire Department shall end and the fire tax rate of the Fire Department's district is increased to generate revenue equivalent to that produced by the FY 24-25 approved fire tax rate plus the approved supplemental funding for FY24-25.

The fire tax rate thus calculated shall be considered the "base rate" for the FY 25-26 year. A list of the base fire tax rates by department for FY 25-26 is included at Exhibit A.

Nothing in this section prohibits the County from making special appropriations in future years, if in its sole discretion it deems it necessary to do so.

For clarity, this Section 3 of the Amendment supplants and otherwise renders null and void all terms and conditions related to Section 1 (Fire Service Tax and Supplemental Payments) of the original Agreement entered on July 1, 2020.

SECTION 4. INFLATION & MULTI-YEAR BUDGETING BASE RATE ADJUSTMENT

Effective July 1, 2025, concurrent with the County's FY25-26, in addition to that rate specified in Section 3, the following adjustment is made. Recognizing the effects of inflation as well as the need for Fire Departments to conduct multi-year budgeting, the County shall adjust the fire tax base rate as established in Section 3 (and shown at Exhibit A) as follows:

- A. For departments with a calculated FY26 base rate of 0.050 to 0.064 the multi-year rate shall be 0.070
- B. For departments with a calculated FY26 base rate of 0.065 to 0.069 the multi-year rate shall be 0.075
- C. For departments with a calculated FY26 base rate of 0.070 to 0.074 the multi-year rate shall be 0.080
- D. For departments with a calculated FY26 base rate of 0.075 to 0.079 the multi-year rate shall be 0.085
- E. For departments with a calculated FY26 base rate of 0.080 to 0.084 the multi-year rate shall be 0.090
- F. For departments with a calculated FY26 base rate of 0.085 to 0.089 the multi-year rate shall be 0.095
- G. For departments with a calculated FY26 base rate of 0.090 to 0.099 the multi-year rate shall be 0.100

Absent a request from the Fire Department to modify their district's rate, these rates shall automatically continue at this specified level until after the next County tax base revaluation. In the first County fiscal year immediately following the completion of the County tax base revaluation, all fire tax district rates shall be reexamined and are subject to change.

SECTION 5. SIMPLIFIED PAYMENT AND BUDGETING FOR SERVICES PROVIDED

Effective July 1, 2025, Fire Service District taxes will be paid to the Fire Department monthly as the taxes are collected by the County. All Fire Departments shall maintain their own fund balances as all fire taxes will be disbursed immediately upon collection by the County. Any Fire Department fund balance amounts held by the County as of the date of this agreement's final execution shall be disbursed to the Fire Department.

For clarity, this Section 5 of the Amendment supplants and otherwise renders null and void all terms and conditions related to Section 2 (Fund Balance) of the original Agreement entered on July 1, 2020.

No later than the last day of February of each calendar year, the Tax Administrator of the County shall publish information to the Fire Department on the current and projected tax base value within the service district, anticipated total fire tax revenues generated within the district, and the projected amount of revenues generated by one cent on the fire tax rate in the district for the coming fiscal year.

Effective as of the effective date of this Amendment, provided all the following criteria are met, Fire Departments shall not be required to submit annual budget requests to the Fire Commission or County

during those years between County tax base revaluation cycles. In the first fiscal year following a County tax base revaluation cycle all departments shall submit budgets to the County so that the County may consider departmental needs, special circumstances, and contemplate any changes to the multi-year rate.

- A. Publish and make available their full proposed budget for public review, provide a ten (10) day notice of public hearing, and hold a public hearing no less than ten (10) days prior to adoption of the Fire Department's annual budget.
- B. Respond to a minimum of 95% of all emergency fire and rescue calls for service listed within Exhibit A of the Agreement as tracked by the County. Minimum levels of acceptable response for service shall be defined as follows:
 - 1. Car Accident – Response with Class A Rated Engine
 - 2. Structure Fire – Response with Class A Rated Engine
 - 3. Brush/Woods Fire – Response with Class A Rated Engine or Brush Truck
 - 4. Fire Alarms – Any response as deemed appropriate by the Fire Department
 - 5. All Other Calls – Any response with vehicle as deemed appropriate by the Fire Department
- C. Abide by all other conditions of the Fire Protection and Services Contract
- D. Do not request an increase in the fire tax rate for their district.

SECTION 6. THE METHOD BY WHICH A FIRE TAX RATE IS DETERMINED.

When a Fire Department submits a budget request to the County, the following method shall be utilized.

- A. No later than the last day of February of each calendar year, the County Tax Administrator shall provide to the Fire Department the current and projected tax base value within the service district, the anticipated total fire tax revenues within the service district at the then-current fire tax rate, and the projected amount of revenues generated by one cent on the fire tax rate for the coming fiscal year.
- B. No later than the last day of February of each calendar year, the County Finance Officer shall deliver to the Fire Department such standard electronic budget forms as are necessary for the Fire Department to submit a proposed budget to the County Fire Commission.
- C. The Fire Department shall then:
 - 1. Using the County standard electronic budget forms publish the proposed budget.
 - 2. Provide a ten (10) day notice of open meeting and public hearing following budget publication.
 - 3. Hold the open meeting and public hearing, keeping minutes and recording of the public hearing.
 - 4. Following the public hearing, consider adoption of the proposed budget by the Fire Department.
- D. Following the Fire Department's adoption of the budget, the Department shall deliver the budget request, minutes and recording of the public hearing to the County via the County Emergency Services Director no later than April 15. Within the budget request, specific justification shall be given for any fire tax rate increase requested.
- E. The Fire Commission shall collect and consolidate all Fire Department budget requests and shall make the requests available to the public for review.
- F. After collecting all budget requests, the Fire Commission shall hold a special budget workshop during which representatives of the Fire Department(s) shall present their budgets to the Fire Commission. The representatives shall provide specific information regarding any fire tax rate adjustment requests as well as the expenditure(s) which necessitated such requests. The workshop shall be recorded and published by the County.

- G. Following the budget presentation(s) by the Fire Department(s) the Fire Commission shall set a date for a public hearing on all Fire Department budgets which shall be no sooner than ten (10) days following the Fire Commission workshop.
- H. The Fire Commission shall hold a budget public hearing. Following the public hearing, the Fire Commission shall vote on recommendations to be forwarded to the County Budget Officer (County Manager) on the fire district tax rates.
- I. The County Budget Officer shall place the fire district tax rates as recommended by the Fire Commission in the proposed county budget for Board of Commissioner Consideration.
- J. The Board of County Commissioners, as the governing body of the County of Sampson, retain all authority to set and amend local property tax rates, including that of fire tax districts. The Board of Commissioners shall consider the recommendations of the Fire Commission as part of the annual budget process.

SECTION 7. MODIFIED SECTION 8 OF AGREEMENT (FIRE DEPARTMENT'S USE OF FUNDS).

Section 8.0 of the Agreement entered into on July 1, 2020, is hereby amended to read as follows:

8.0. The Fire Department shall use the funds subject to this Agreement in accordance with its annual budget. This budget may be amended by the Fire Department's Board of Directors within the approved total appropriations made available pursuant to this Agreement, provided that all appropriations must be used for furnishing the Required Services within the Fire Department's Fire Response District and any other locations to which the Fire Department may be dispatched.

SECTION 8. MODIFIED SECTION 18 OF AGREEMENT (TERMINATION).

Section 18 of the Agreement entered on July 1, 2020, is hereby amended to read as follows:

Termination for Convenience. This Agreement may be terminated by either party without cause upon advance written notice to the other party, served upon the other party by certified mail at least ninety (90) days prior to the effective date of termination.

Default and Termination for Cause. Upon an event of default or failure to perform in accordance with the terms of the Agreement and Amendment, the non-defaulting party shall have the right to terminate upon thirty (30) calendar days written notice; to be served by certified mail. Upon being served with a notice of default and with the intent to terminate, the defaulting party shall be granted fifteen (15) days to cure the event of default. If such default is cured within fifteen (15) days, the notice of termination shall be rescinded. Failure of the County and the Fire Department to agree upon the amount of funding shall terminate this Agreement. All services, duties, responsibilities, and the terms and conditions defined within this Agreement and the Amendment are considered material, and the breach of any material term shall constitute a breach for the purposes of this Section 8.

For clarity, the timeframe detailed above shall replace the ninety (90) day timeframe detailed in Section 9 (Noncompliance By Fire Department).

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by its Chairman of the Board, and the Fire Department has caused this instrument to be executed by the Chair of its Board of Directors or other duly authorized official, attested by its Secretary, and its corporate seal affixed hereto, all by authorization of its Board of Directors duly given in accordance with its Articles of Incorporation and Bylaws, as well as its Fire Chief.

This the 27th day of March, 2025.

SAMPSON COUNTY

SIGNED:

Allen, McLamb, Chairman of the Board of Commissioners

ATTEST:

Jeffrey L. Hudson, Interim County Manager

PRE-AUDIT CERTIFICATION

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

This the _____ day of _____, 2025.

Melissa Burton, County Finance Officer

FIRE DEPARTMENT

SIGNED:

Jeffrey L. Tyler

PRINT NAME / TITLE:

Jeffrey L. Tyler Chair of Board of Directors

ATTEST:

Anthony Thornton

PRINT NAME / TITLE:

Anthony Thornton Fire Chief

**SAMPSON COUNTY PERSONNEL POLICY - APPENDIX B
SAMPSON COUNTY SHERIFF'S OFFICE & DETENTION CENTER
CAREER PATH AND PROFESSIONAL DEVELOPMENT PROGRAM**

1. Purpose & Program Goals

The purpose of this policy is to establish a structured career path for law enforcement and detention officers, providing opportunities for advancement through pay grades and incentivizing officers to pursue advanced education within their field.

Goals of the Program:

- Provide a clear career pathway to encourage employee retention and long-term service.
- Require a minimum number of job-related training hours for advancement within the career path.
- Encourage officers to pursue higher education through a Professional Development Program by offering incentives.
- Maintain high performance standards

2. Program Elements

A. Career Path

Each career classification requires a basic level of specified training topics and a specific number of years of service to advance through each career step. Since Basic Law Enforcement Training (BLET) is mandatory, it is not included in the required training hours for career advancement. This policy ensures that officers continuously engage in training rather than relying solely on time-in-service for pay step advancements. These pay grades are also included in the Sampson County pay grade classification system.

B. Professional Development Program

The Sampson County Sheriff's Office encourages all personnel to pursue advanced education and specialized training. This program provides incentives for officer's high-level law enforcement training. Benefits include:

- Development of leadership and management skills.
- Increased professionalism and reduced liability for the agency.
- Pay incentives added to an employee's salary, which remain in place during step advancements and promotions.

3. Job Performance Requirements

To qualify for career path advancements and professional development incentives, employees must:

- 1) Receive an "above average/satisfactory" rating on their most recent annual performance appraisal.
- 2) Have no formal disciplinary action resulting in suspension within the last 12 months.
- 3) Maintain compliance with all required training and performance standards.
- 4) Employees demoted by the Sheriff must serve one year at a lower classification before reapplying for advancement.
- 5) Voluntarily demoted supervisors will re-enter the career path at the level they would have attained had they not been promoted.

2025-01-20

4. Career Path Levels and Minimum Required Criteria

A. Detention Officer I / Deputy Sheriff I

- 1) Employed by the Sampson County Sheriff's Office.
- 2) Possess a valid North Carolina Basic Law Enforcement Training Certificate (for law enforcement officers).
- 3) Hold a Probationary Law Enforcement or Detention Certificate from the State of North Carolina.
- 4) Complete the Sampson County Sheriff's Office Field Training Program.
- 5) Complete Basic NIMS Training.
- 6) Successfully complete six months of probation for detention officers and twelve months for deputy sheriffs.
- 7) Obtain Detention Officer Certification within one year of hire (for detention officers).
- 8) Maintain an "above average/satisfactory" performance appraisal with no below-standard ratings.
- 9) No disciplinary action or at-fault vehicle accidents exceeding \$1,000 in the past 12 months.
- 10) Complete Intermediate NIMS Training.
- 11) The employee is not eligible for a salary increase under this step.
- 12) The salary under this rank is set by Sampson County pay classification.

B. Detention Officer II / Deputy Sheriff II

- 1) Minimum five years of full-time service in their primary field or a combined years of full-time service in law enforcement and detention with a minimum of three years of full-time experience in their primary field (military police officer counts as law enforcement service).
- 2) Complete 120 training hours (Deputy Sheriff) or 60 training hours (Detention Officer) of job-related training (BLET and DOCC does not count towards this). This includes state-mandated training provided through an agency or state-approved entity.
- 3) Meet all job performance requirements as outlined in the policy.
- 4) Complete Advanced NIMS Training.
- 5) The salary under this rank is set by Sampson County pay and classification system.

C. Detention Officer III / Deputy Sheriff III

- 1) Minimum ten years of full-time service in their primary field or a combined years of full-time service in law enforcement and detention with a minimum of six years of full-time experience in their primary field (military police officer counts as law enforcement service).
- 2) Complete 280 training hours (Deputy Sheriff) or 160 training hours (Detention Officer). This includes state-mandated training provided through an agency or state-approved entity.
- 3) Meet all job performance requirements.
- 4) Complete Field Training Officers School or First-Line Supervision School.
- 5) The salary under this rank is set by Sampson County pay and classification system.

8171-8126W

D. Training Officer

Training Officer positions are limited in number. There is one designated Training Officer per squad within both the sheriff and detention departments, unless the squad is comprised of more than ten employees. If the squad is composed of more than ten, then two employees within the squad may be designated as Training Officers if the Sheriff deems it necessary. The Training Officer annual bonus is only paid to the employee while the employee holds one of the designated squad Training Officer positions. Training Officer status shall be documented to Sampson County Human Resources through standard Personnel Action Forms.

- 1) Employees must be a minimum pay grade classification of Detention II or Deputy Sheriff II to qualify for this supplemental pay.
- 2) Successful completion of Field Training Officer Program through the N.C. Justice Academy or approved school within 12 months of assignment.
- 3) Assigned by the Sheriff or his designee as the training officer for their current squad assignment.
- 4) Assumes supervisory duties in the absence of their immediate supervisor.
- 5) An annual bonus is paid to the Training Officer while other annual bonuses are paid to county employees. This is normally December of each calendar year. The annual bonus is set at \$1,000 for the Training Officer position. The annual bonus is not part of the base salary of the position and continues as long as the employee is assigned to one of the Training Officer positions.

5. Professional Development Plan

The Sampson County Sheriff's Office encourages ongoing professional growth beyond career path requirements. Officers meeting these criteria qualify for additional pay incentives.

NC Sheriff Standards & Criminal Justice Standards Certifications

To ensure employees exceed minimum state training requirements, active-duty employees (not retirees) of the Sampson County Sheriff's Office and Detention Center qualify for additional compensation as indicated below. Bonus amounts for higher-level certifications replace bonus amounts for lower-level certifications and do not stack.

A. Intermediate Certification

Upon fulfilling all the criteria mandated by the NC Sheriff Standards & Criminal Justice Standards Division for the award of an Intermediate Certificate, the employee shall receive an annual bonus paid while other annual bonuses are paid to county employees. This is normally December of each calendar year. The annual bonus is set at \$1,000 for the holder of an Intermediate Certification. The annual bonus is not part of the base salary of the position.

B. Advanced Certification

Upon fulfilling all the criteria mandated by the NC Sheriff Standards & Criminal Justice Standards Division for the award of an Advanced Certificate the employee shall receive an annual bonus paid while other annual bonuses are paid to county employees. This is normally December of each calendar year. The annual bonus is set at \$2,250 for the holder of an Advanced Certification. The annual bonus is not part of the base salary of the position.

6/17/2025

6. Insignia

Uniform insignia will be designated for each path level per the Sampson County Sheriff's Office Uniform Appearance and Promotional Guidelines.

7. Application Process

Employees seeking advancement must submit a written request to their supervisor including:

- Desired career path step.
- Date of hire.
- List of complete training courses and hours.

The supervisor will review and forward a recommendation to the Sheriff's Office Human Resources Officer, including:

- Employee's name.
- Requested career path step.
- Confirmation that criteria are met.
- Copy of the most recent performance evaluation.

Applications may be submitted up to 30 days prior to eligibility.

8. Salary and Funding

Salary increases or bonuses under this policy follow Sampson County's pay scale and budget guidelines. Pay incentives depend on available funding, which may require waiting until the next budget cycle if funds are unavailable.

9. Lateral Transfers

The Sheriff reserves the right to assess the qualifications of officers transferring from other agencies and may assign them to an appropriate career path level based on education, training, and experience.

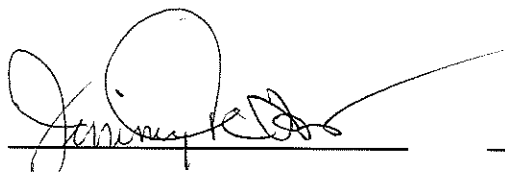
10. Effective Date

Appendix B is effective immediately upon approval of the Sampson County Sheriff and only once adopted by the Sampson County Board of Commissioners as part of the Sampson County Personnel Policy.

**SHERIFF
APPROVAL:**

**ADOPTED BY THE
BOARD OF COMMISSIONERS:**

DATE:



Jimmy Thornton, Sheriff

Allen McLamb, Chairman

____/____/2025

ST: 7-1-2024



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Surplus Weapon

It is respectfully requested that the Board declare a Sig Sauer P226 9mm weapon with ID#47A025337 as surplus and authorize us to send it to the appropriate vendor to obtain credit to make purchases of supplies for the Sheriff's Department.

Sampson County
Property Disposal/Transfer Form

Memo:

To: Finance Officer
From: Jimmy Thornton
Date: 03/05/2025
RE: Request to Surplus/Transfer Equipment/Property

1. It is requested you **SURPLUS** the following property:

Description of Equipment Property	# of Units	ID # (s)
Sig Sauer P226 9mm	1	47A025337



Signature of Department Head

2. It is requested you **TRANSFER** the following property:

Description of Equipment Property	Transfer to	ID # (s)

Signature of Department Head

3. Recommended for approval/disapproval on 03/28/25:

Melissa Burton

Signature of Finance Officer

4. Maintenance acknowledges receipt of property disposal form and has taken subsequent action on the following:

Description of Equipment Property	# of Units	ID # (s)

Signature Maintenance Dept.

Date: / /



Sampson County Finance Department
Melissa Burton, Finance Officer

M E M O R A N D U M

TO: Board of Commissioners

FROM: Melissa Burton, Finance Officer

DATE: March 28, 2025

SUBJECT: Resolution for Legislative Advocacy for Juvenile Justice Programs

It is respectfully requested that the Board approve the resolution supporting NC Division of Juvenile Justice and Delinquency Prevention legislative requests for increased recurring funding for various JCPC programs.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

RESOLUTION SUPPORTING NC DIVISION OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION LEGISLATIVE REQUESTS FOR INCREASED RECURRING FUNDING FOR JUVENILE CRIME PREVENTION COUNCILS, COMMUNITY PROGRAMS, JUVENILE CRISIS AND ASSESSMENT CENTERS, SHORT-TERM RESIDENTIAL CONTRACT SITES, TRANSITIONAL LIVING PROGRAMS, MEDICAL/MENTAL HEALTH CRISIS UNIT CAPACITY INCREASE, and NC SECURE ALL FIREARMS EFFECTIVELY CAMPAIGN.

WHEREAS, the North Carolina Division of Juvenile Justice and Delinquency Prevention (NCDJJD) provides a service array of intervention/prevention programming; clinical and crisis intervention services; residential and transitional living programs; juvenile court and community supervision services; and short and long term facility confinement services that impact Sampson County youth and families; and

WHEREAS, the NCDJJD provides community supervision and case management services through Juvenile Court Services that includes referrals to evidence-based local delinquency intervention and prevention programs to reduce recidivism; and

WHEREAS, the overarching mission of NCDJJD and the local Juvenile Crime Prevention Council (JCPC) is to provide diversion programming to ensure the protection of the community and rehabilitation of youth offenders in the least restrictive, most age appropriate way possible; and

WHEREAS, Sampson County has a vested interest in ensuring that juveniles receive access to community-based intervention and prevention programs as a first response to (1.) prevent Juvenile Justice system involvement or interrupt Justice system trajectory once involved and (2.) reduce costs incurred by the County to house youth in a secure detention facility; and

WHEREAS, JCPC-funded government and non-profit sectors are experiencing inflation that has outgrown existing legislative JCPC allocations, preventing the County from funding a robust service array of delinquency intervention and prevention services to supplement the County's public safety initiatives; and

WHEREAS, NCDJJD and the County have enjoyed a decades long partnership and see the value of ensuring that youth and families have access to supportive services provided by JCPC-funded intervention and prevention programs and other programmatic responses in the NCDJJD service array that directly impact Lee County youth and families; and

WHEREAS, the Sampson County Government and the JCPC sub-committee has been a good steward of legislative dollars by funding impactful evidence-based intervention and prevention programs; and

WHEREAS, North Carolina is experiencing a rise in gun violence among juveniles, with firearms being the leading cause of death among the juvenile population;

NOW, THEREFORE BE IT RESOLVED, that Sampson County Commissioners support the adequate and timely requests for reoccurring funds for Juvenile Crime Prevention Councils, Community Programs, Juvenile Crisis and Assessment Centers, Short-term Residential Contract Sites, Transitional Living Programs, and Medical/Mental Health Crisis Unit Capacity Increase, and NC SAFE Campaign that will ensure the immediate and ongoing protection of the community and strengthen rehabilitative services for those juveniles most in need.

Adopted this _____ day of _____, 2025.

Chair, Sampson County Board of Commissioners

Clerk to the Board of County Commissioners

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10825

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Prestage Farms Inc.
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>32.90</u>
<u>2023</u>	\$ <u>33.13</u>
<u>2023</u>	\$ <u>33.36</u>
<u>2024</u>	\$ <u>22.79</u>
_____	\$ _____

TOTAL REFUND \$ 122.18

Bill # 0006682730 - 2024 These taxes were assessed through clerical error as follows.

Plate # XN8001
2007 KW TR

Bill # 0036650250 - 2023 Plate # YK4103 2017 Ford TK

Bill # 0006677721 - 2023 Plate # X26320 2013 chev TK

Bill # 0006695192 - 2024 Plate # XV1534 2011 chev TK

GO2 County Tax 108.32

School Tax _____

F17 Fire Tax 13.86

City Tax _____

TOTAL \$ 122.18

Yours very truly

X Stephen Brown
Taxpayer

FID

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

X Mailing Address.

Prestage Farms Inc.
PO Box 438
Clinton, NC 28329

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10840

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Darrell Howard Smith
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>177.81</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ _____


These taxes were assessed through clerical error as follows.

Bill # 0067770043-2024
Plate # 480JDV
Vehicle Sold - Tag Turned in
2019 Gens 4s

602 County Tax	<u>135.52</u>
561 School Tax	<u>24.94</u>
119 Fire Tax	<u>17.35</u>
City Tax	_____
TOTAL \$	<u>177.81</u>

Mailing Address.

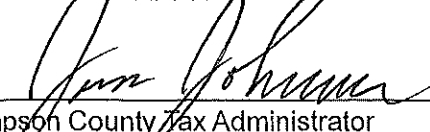
Yours very truly


Taxpayer

103 Oakmont Dr
Clinton NC 28328

Social Security # _____

RECOMMEND APPROVAL:


Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10836

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Western Disciples Church of Christ of North Carolina Inc in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>259.62</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>259.62</u>

These taxes were assessed through clerical error as follows.

Bill# 0082912658-2024
Plate# VFH 2265
Religious exemption
2023 Ford VN
Exemption Application on file

602 County Tax 236.88
School Tax _____
F18 Fire Tax 22.74
City Tax _____
TOTAL \$ 259.62

*Mailing Address.

X Yours very truly

Willie Earl Ray
Taxpayer

PO Box 41
Newton Grove NC 28366

X FID Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10837

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Western Disciples Church of Christ of North Carolina Inc in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>614.22</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>614.22</u>

These taxes were assessed through clerical error as follows.

Bill # 0075630377-2023

Plate # JLR4847

Religious exemption

2023 Ford VN.

Exemption Application on file

602	County Tax	<u>563.03</u>
	School Tax	_____
F18	Fire Tax	<u>51.19</u>
	City Tax	_____
	TOTAL \$	<u>614.22</u>

Yours very truly

Willie Earl Ray
Taxpayer

Mailing Address.

PO Box 41
Newton Grove NC 28366

~~FID~~
~~Social Security~~

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10831

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Ashley L. Menendez in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2023</u>	\$ <u>127.82</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 127.82

These taxes were assessed through clerical error as follows.

006048143000232023000000
RAN 2650
Tag turned in
2020 Hyundai MP
Vehicle Sold

6002 County Tax 115.88
School Tax _____
Fire Tax 11.94
City Tax _____
TOTAL \$ 127.82

Yours very truly

Ashley Menendez
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

Ashley Menendez
260 Naylor School Rd.
Roseboro, NC 28382

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10803

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by April Palma Aguilar in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>424.58</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>424.58</u>

These taxes were assessed through clerical error as follows.

0081871416-2024-2024-0000-00

Tag refund - Military Exemption
100%

2022 BMW
LFT6955

LES CA

G02	County Tax	<u>231.24</u>
S01	School Tax	<u>42.55</u>
	Fire Tax	_____
T02	City Tax	<u>150.79</u>
	TOTAL \$	<u>424.58</u>

Mailing Address.

April Palma Aguilar

* 1013 Lakeview Dr

* Clinton, NC 28328

Yours very truly

↓ [Signature]
Taxpayer

* Social Security # _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10815

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Lindsay Kathleen Jones
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>182.19</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 182.19

These taxes were assessed through clerical error as follows.

0074977422 2024 2024 000000
HCB9935
Tag turned in
2021 Ford Explorer XLT MP
Vehicle Sold

602 County Tax 160.38
School Tax _____
F23 Fire Tax 21.81
City Tax _____
TOTAL \$ 182.19

Mailing Address.

Lindsay Jones
1500 Cartertown Rd
Clinton, NC 28328

Yours very truly

Lindsay Jones
Taxpayer

Social Security # _____

RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10817

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Elton Leroy Faulkner
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>162.50</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>162.50</u>

These taxes were assessed through clerical error as follows.

Bill# 0067346210-2024
Plate# TAS7836
Vehicle sold- tag turned in
2022 Toyota

County Tax	<u>127.75</u>
School Tax	<u>23.51</u>
Fire Tax	<u>11.24</u>
City Tax	_____
TOTAL \$	<u>162.50</u>

Yours very truly

Elton L. Faulkner
Taxpayer

Mailing Address.

251 Sunshine lane
Clinton NC 28328

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10818

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Sherry Jean Blackburn
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>105.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND \$ <u>105.00</u>	

These taxes were assessed through clerical error as follows.

0080996812 2024 2024 0000 80
LDR4684
Tag turned in
2018 Honda
Vehicle Total Low

602 County Tax 93.75
School Tax _____
F22 Fire Tax 11.25
City Tax _____
TOTAL \$ 105.00

Yours very truly

Sherry Blackburn
Taxpayer

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Mailing Address.

Sherry Blackburn
420 Old US 701 Hwy
Clinton NC 28328

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10819

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Adam Tyler Moreau
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>132.28</u>
<u>2024</u>	\$ <u>281.39</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 413.67

These taxes were assessed through clerical error as follows.

Bill # 0070638569-2024 - Plate # REP5555
2016 Toyota 48

Bill # 0070638965-2024 - Plate # REP5556
2021 Ram + k

Military - LES MI

G02 County Tax 272.75

School Tax _____

Fire Tax _____

T08 City Tax 140.92

TOTAL \$ 413.67

Mailing Address.

307 Laurel Lake rd

Salemberg, NC 28385

Yours very truly



Taxpayer

Social Security # _____

RECOMMEND APPROVAL



Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10755

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand and refund and remission of taxes assessed and collected by Sampson County against the property owned by Robert Naylor in Libon Township, Sampson County, for the year(s) and in the amount(s) of: Account 222513, 15952, 193047, 205588
213782

YEAR	
<u>2024</u>	\$ <u>127.07</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND. \$ 127.07

These taxes were assessed through clerical error as follows.

*Interest applied to online
payment in ERROR*

<u>GOI</u>	County Tax	<u>113.45</u>
	School Tax	_____
<u>FOI</u>	Fire Tax	<u>13.62</u>
	City Tax	_____
	TOTAL \$	<u>127.07</u>

Yours very truly

Robert Naylor
Taxpayer

Mailing Address.

289 Straw Pond School Rd
Newton Grove, NC 28366

Social Security # _____

RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10814

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Melissa Anne Core
_____ in _____ Township, Sampson County, for
the year(s) and in the amount(s) of:

YEAR	
<u>2024</u>	\$ <u>102.41</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 102.41

These taxes were assessed through clerical error as follows.

Bill # 0055753070-2024
Plate # PJB4545
Total loss-tag turned in
2020 Toyota 480

G02 County Tax 90.79
School Tax _____
F21 Fire Tax 11.62
City Tax _____
TOTAL \$ 102.41

Yours very truly

X [Signature]
Taxpayer

Mailing Address.

X 21 Crossbridge Ln
Autryville NC 28318

X Social Security #: _____

RECOMMEND APPROVAL:

[Signature]
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10810

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Willie Newkirk
in N Clinton Township, Sampson County, for
the year(s) and in the amount(s) of: 12010891101

YEAR	
<u>2024</u>	\$ <u>216.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL REFUND \$ 216.00

These taxes were assessed through clerical error as follows.

* .005 acre lot valued
at 25000 in error
by Reval 2024
(New value 500)

GO1	County Tax	<u>125.00</u>
501	School Tax	<u>23.00</u>
	Fire Tax	_____
CD2	City Tax	<u>68.00</u>
	TOTAL \$	<u>216.00</u>

Yours very truly

* Willie Newkirk
Taxpayer

* Social Security # _____
RECOMMEND APPROVAL

Jim Johnson
Sampson County Tax Administrator

384

Mailing Address.

Willie Newkirk
PO Box 273
Rose Hill, NC 28458

Board Approved _____

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10811

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Willie Newkirk
in N Clinton Township, Sampson County, for
the year(s) and in the amount(s) of: 12010891102

YEAR	
<u>2024</u>	\$ <u>216.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL REFUND	\$ <u>216.00</u>

These taxes were assessed through clerical error as follows.

* .006 acre lot valued
at 25,000 in error by
Reval 2024
(New value 500)

601	County Tax	<u>125.00</u>
501	School Tax	<u>23.00</u>
	Fire Tax	_____
002	City Tax	<u>68.00</u>
	TOTAL \$	<u>216.00</u>

Yours very truly

Mailing Address.

Willie Newkirk
P O Box 273
Rose Hill, NC 28458

* Willie Newkirk
Taxpayer

* Social Security # _____
RECOMMEND APPROVAL: _____

Board Approved _____
Date _____ Initials _____

Jim Johnson
Sampson County Tax Administrator

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10792

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by
Sampson County against the property owned by Miller, Dean Ray
08 in Little Coharie Township, Sampson County, for
the year(s) and in the amount(s) of: 08070392501

YEAR	
<u>2023</u>	\$ <u>411.26</u>
<u>2022</u>	\$ <u>411.26</u>
<u>2021</u>	\$ <u>411.26</u>
<u>2020</u>	\$ <u>411.26</u>
	\$ <u>411.26</u>
TOTAL REFUND	\$ <u>1645.04</u>

These taxes were assessed through clerical error as follows.

*doublewide doublebilled
To parcel 08020211101*

601 County Tax 1467.20
School Tax _____
F16 Fire Tax 177.84
City Tax _____
TOTAL \$ 1645.04

Yours very truly

* Dean Ray Miller
Taxpayer

Mailing Address.
Dean Ray Miller
* 180 Old Peniel Church Rd
Roseboro, NC 28382

* Social Security # _____

RECOMMEND APPROVAL:

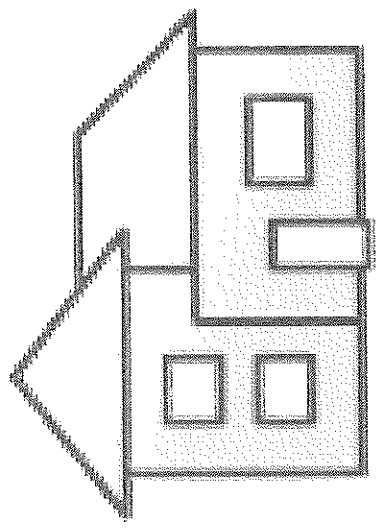
[Signature]
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

Land Description:				LUC: A	NBHD: 027 Little Coharie Township				Ag Use	LN	Soil	Acres	Rate	Value
N-Fact:		Topo1: level		Topo3:		Road 1: paved								
Zoning:		Topo2:		Traffic:		Road 2:								
L#	Typ	Code	Desc	Size	BaseRate	Adj	Value							
1	A	2BG	Cropland	0.7590	14720		11,172							
2	A	1CG	Homesite Y	1.0000	15525		15,525							
Total Parcel Size:				AC	1.7590	Rate/AC	15,177.37	Value	26,697					

Comments:

- # Comment
- 1 Split Out 1.84 Acres, Lot 2b Per 1561/392, 1689/822 Mb 50/1 On 12/3/2019
- 2 From William T Mcleod & Jean Mcleod 1561/392 10/26/2004
- 3 This Tract C/W 08070392501 Per 1561/392 & 1689/822 On 12/5/2019
- 4 25% Adj Taken Off-Dw Combined With Land 5/2023



Sorry, no photo available
for this record

OB&Y		L#	Code	Yr Blt	Eff Yr	W x L	Area	Grd	Units	Mod Cd	Rate	Ovrd Rte	RCN	Cnd	Funct	%Cmp	%Gd	RCNLD
2	08	Unfinished Carport		1950		x		C	1		.00		-1,019	A				300
3	22	Finished Frame Ga		1950		x		C	1		.00		-767	A				2,500
4	08	Unfinished Carport		1950		x		C	1		.00		-1,019	A				300
5	62	Storage	2015			x		C	1		.00			A				500
6	62	Storage	2015			x		C	1		.00			A				500
7	62	Storage	2015			x		C	1		.00			A				500
Total:																		4,600

PIN #:

SAMPSON CO, NC - Property Card

Printed: 02/05/25 Card: 1 of 1

Appraiser: JW

Land Description:		LUC: A	NBHD: 027 Little Coharie Township			
N-Fact:	Topo1:		Topo3:		Road 1: paved	
Zoning:	Topo2:		Traffic:		Road 2:	
L#	Typ	Code	Desc	Size	BaseRate	Adj
						Rate
						Value
Total Parcel	Size:	AC		Rate/AC	Value	0

Ag Use	LN	Soil	Acres	Rate	Value
Value					

Comments:

- | # | Comment |
|---|--|
| 1 | Located At 180 Old Peniel Church Rd--08-1011880-01 |
| 2 | This Tract Is CW 08020211101 On 12/3/2019 |



OB&Y																
L#	Code	Yr Blt	Eff Yr	W x L	Area	Grd	Units	Mod Cd	Rate	Ovrd Rte	RCN	Cnd	Funct	%Cmp	%Gd	RCNLD
2	08	Unfinished Carport	1950	x		C	1		.00		-1,019	A				300
3	22	Finished Frame G±	1950	x		C	1		.00		-767	A				2,500
4	08	Unfinished Carport	1950	x		C	1		.00		-1,019	A				300
5	62	Storage	2015	x		C	1		.00			A				500
6	62	Storage	2015	x		C	1		.00			A				500
7	62	Storage	2015	x		C	1		.00			A				500
															Total:	4,600

Bill Information

Year

Category

Number

AR Code

Bill Type

Customer ID

703925

View Bills

2020 RE-R 19073 C20 R

MILLER, DEAN RAY
180 OLD PENIEL CHURCH RD
ROSEBORO NC 28382
910-590-4326

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date: 03/25/2025

Property Information
Parcel ID: 08-0703925-01
Alt Parc: 180 OLD PENIEL CHURCH RD
Prop Loc: View Bills

Bill Item Information

Number of record's customer number

703925

Number of record's name

MILLER, DEAN RAY

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Abx/Adj	Pmt/Crd	Prtn/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2020							411.26	0.00	411.26	0.00	8.23	0.00	0.00

Home > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Single Bill View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Year

Category

Number

AR Code

Bill Type

Customer ID

703925

View Bills

2021

RE-R

19150

C20

R

MILLER, DEAN RAY

180 OLD PENIEL CHURCH RD

ROSEBORO NC 28382

910-590-4326

Notes/Alerts

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

30

Item Information

Number of record's customer number 703925

Number of record's name MILLER, DEAN RAY

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Interest Paid	Interest Due	Total Due Now
1	09/01/2021	411.26	0.00	Abt/Adj	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	0.00	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Customer Information

Customer ID

703925

View Bills

Category

2022

RE-R

Number

19308

Bill Type

C20

R

AR Code

19308

Customer ID

703925

MILLER, DEAN RAY

180 OLD PENIEL CHURCH RD

ROSEBORO NC 28382

910-590-4326

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID

08-0703925-01

View Bills

Alt Parc

180 OLD PENIEL CHURCH RD

View Bills

Prop Loc

180 OLD PENIEL CHURCH RD

Related Item Information

Number of record's customer number 703925

Number of record's name MILLER, DEAN RAY

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2022	411.26	411.26	0.00	411.26	411.26	0.00	7.61	0.00	0.00	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Year

2023

Category

RE-R

Number

19495

AR Code

C20

Bill Type

R

Customer Information

Customer ID

703925

View Bills

Miller, Dean Ray

180 Old Peniel Church Rd

Roseboro NC 28382

910-590-4326

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID

08-0703925-01

View Bills

Alt Parc

180 OLD PENIEL CHURCH RD

Prop Loc

Related Item Information

Owner of record's customer number

703925

Owner of record's name

MILLER, DEAN RAY

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2023	411.26	0.00	411.26	411.26	0.00	0.00	11.31	0.00	0.00	0.00	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Year

Category

Number

AR Code

Bill Type

2020

RE-R

17420

C20

R

Customer Information

Customer ID

202111

View Bills

Miller, Dean Ray

180 Old Peniel Church Rd

Roseboro NC 28382

531-4341

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID

Alt Parc

Prop Loc

08-0202111-01

1435

180 OLD PENIEL CHURCH RD

View Bills

Item Information

Number of record's customer number

Number of record's name

202111

MILLER, DEAN RAY

Installments		Charges	GL Allocation	History	References	Related Bills	Events	Audits			
Installment	Due Date		Billed	Abt/Adj	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now	
1	09/01/2020		626.01	0.00	626.01	626.01	0.00	12.52	0.00	0.00	

|| Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Single Bill View [SAMPSON COUNTY TAX OFFICE, NC]

Information

Category	Number	AR Code	Bill Type	Customer ID	202111	View Bills
2021	RE-R	17481	R	MILLER, DEAN RAY		

Notes/Alerts

N 1 Owner: MILLER, DEAN RAY

Special Conditions/Notes

⑦
 ⑧
 ⑨
 ⑩
 ⑪
 ⑫
 ⑬
 ⑭
 ⑮
 ⑯
 ⑰
 ⑱
 ⑲
 ⑳

9
12
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848

謝 謝

Due 03/25/2025

Item Information

owner of record's customer number 202111

Owner of record's name

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Interest Due	Total Due Now
Installment Due Date	Billed	Abt/Adj	Paid	Pmt/Crd	Prim/Fee/Pen Unpaid	Interest Paid			
1 09/01/2021	626.01	0.00	626.01	626.01	0.00	0.00		0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Single Bill View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Customer Information

View Bills

Year	Category	Number	AR Code	Bill Type	Customer ID	202111	View Bills
2022	RE-R	17632	C20	R	MILLER, DEAN RAY		

Notes/Alerts

N 1 Owner: MILLER, DEAN RAY

ROSEBORO NC 28382

531-4341

180 OLD PENIEL CHURCH RD

Special Conditions/Notes

View prior unpaid bills

View unpaid prior unpaid bills

Effective Date

Due 03/25/2025

35

Item Information

Owner of record's customer number 202111

Owner of record's name MILLER, DEAN RAY

Property Information

Parcel ID 08-0202111-01

Alt Parc 1435

Prop Loc 180 OLD PENIEL CHURCH RD

View Bills

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2022	626.01	625.97	0.00	626.01	0.00	0.00	625.97	626.01	0.00	17.24	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Customer Information

AR Category

2023 RE-R

Number

17792

AR Code

C20

Bill Type

R

Customer ID

202111

View Bills

Notes/Alerts

N 1 Owner: MILLER, DEAN RAY

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

36

Property Information

Parcel ID

08-0202111-01

Alt Parc

1435

Prop Loc

180 OLD PENIEL CHURCH RD

View Bills

Bill Information

Number of record's customer number

202111

Number of record's name

MILLER, DEAN RAY

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2023	748.90	748.90	0.00	748.90	748.90	0.00	20.60	0.00	0.00	0.00	0.00	0.00

Installment number.

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

P. O. BOX 1082 - CLINTON, NORTH CAROLINA 28329-1082

10701

JIM JOHNSON
Tax Administrator

Telephone 910-592-8146
910-592-8147

SAMPSON COUNTY BOARD OF COMMISSIONERS
406 COUNTY COMPLEX ROAD, BUILDING C
CLINTON, NORTH CAROLINA 28328

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand refund and remission of taxes assessed and collected by Sampson County against the property owned by Carlton B. Barefoot
in Newton Grove Township, Sampson County, for
the year(s) and in the amount(s) of: Parcel 11004460006

YEAR	
<u>2024</u>	\$ <u>643.51</u>
<u>2023</u>	\$ <u>371.03</u>
<u>2022</u>	\$ <u>371.03</u>
<u>2021</u>	\$ <u>371.03</u>
<u>2020</u>	\$ <u>371.03</u>

TOTAL REFUND \$ 2,127.63

These taxes were assessed through clerical error as follows.

* DWide has
been double listed for
multiple years on this
parcel # 11004236701.

601 County Tax 1,894.17
School Tax _____
F11 Fire Tax 233.46
City Tax _____
TOTAL \$ 2,127.63

Mailing Address.

Carlton Barefoot
c/o Jimmy Barefoot
65 Carr Rd
Newton Grove, NC 28366

Yours very truly

* Carlton Barefoot
Taxpayer (POA - Jimmy Barefoot)

* Social Security # _____
RECOMMEND APPROVAL:

Jim Johnson
Sampson County Tax Administrator

Board Approved _____
Date _____ Initials _____

PAR ID: 11004460006

Map #: J 4 0 23

JURIS CD: 11 NEWTON GROVE

G01 SAMPSON COUNTY

F11 VANN'S CROSSROAD FIRE DIST

Route #: 85000

PIN #: 1592-#102

SAMPSON CO, NC - Property Card

Printed: 03/25/25

Card: 8 of 8

Appraiser: DLC

Ownership: 44600

BAREFOOT, CARLTON BROOKS

65 CARR RD

NEWTON GROVE NC 28366

Subd:

Nbhd: 038 Newton Grove To

Parcel: Fair

Fronting:

Location:

Parking:

Utility:

Zoning:

SITUS:

6480 ROANOKE RD

Deeded Acres: 9.27

Legal Description:

6480 Roanoke Rd

Sale Dt

I

S

Price

Db/Pa

Valid. Code

02/03/66

D

No Valid Sale

777741

Sketch Vectors

Vector

A00CR68U27168D27 A01R43CD4R9U4L9 A02U27R16CU14R20D14L20

Improvement Description: AG double wide moho

Story: 1

Class: single family

Ext Wall: alum/viny/steel

Yr Blt: 2000

Eff Year:

Fuel:

System: heat and a/c

FP Stacks:

Openings:

Prefab FP:

Rooms:

Bedrooms:

Unfin Area:

Fin Bsmt Area:

Rec Room Area:

Bsmt:

BSMT Gar:

Attic:

Baths:

Half:

Extra Fixt:

Misc 1:

Misc 2:

Phys Cond:

CDU:

Over Depr Tb:

Funct Dep %:

Funct Desc:

Econ Dep%:

Econ Desc:

N-Fact:

% Complete:

Grade:

C&D Fact:

C&D Desc:

TV/SF:

SP/SF:

RCN/SF:

RCNLD/SF:

Method:

Land:

BLDG:

Market:

Deferred:

Exempt:

Taxable:

COST APPROACH

\$48,601

\$114,033

\$162,634

\$30,120

\$0

\$132,514

Excluded:

Ag Use:

SWF:

U

L#

Low

1st

2nd

3rd

Description

Area

Value(RCN)

Yr Bt

EFYr

Bt

Grd

CDU

%Gd

Table

%Cmp

RCNLD

D

W

E

L

L

A

D

D

N

S

0

1

2

Double Wide Moho

Stoop

Open Porch

1,836

36

280

152,157

631

5,682

2000

2000

2000

C-1

C-1

C-1

AV

AV

AV

60

60

60

91,294

379

3,409

HSF:

1,836

TSF:

2,152

Total:

95,082

Building Permit

Date

Permit #

Permit \$

CO Date

Flg

PIN #: 1592-#125

Ownership: 42367

ELDRIDGE, DELORES J

6502 ROANOKE RD

NEWTON GROVE NC 28366

Subd:

Nbhd: 038 Newton Grove To

Parcel: F fair

Fronting:

Location:

Parking:

Utility: W water, T septic tank

Zoning:

Sketch Vectors

Vector

A00CR68U27L68D27

SITUS:

6502 ROANOKE RD

Deeded Acres: .73

Legal Description:

6502 Roanoke Rd

Sale Dt

I

S

Price

Db/Pa

Valid Code

11/01/05

D

No Valid Sale

1605/781

Printed: 03/25/25

Card: 1 of 1

Appraiser: DLC

SE

Main Building (S46)

SE

Improvement Description: AG double wide mo ho										Assessment: 2024			
Story: 1	FP Stacks: 1	BSMT: 1	BSMT Gar: 1	Attic: no attic/unfinis	Phys Cond: A	Grade: C+1	% Complete: C+1	Method: COST APPROACH	Land: \$14,733	Excluded: \$104,167	Ag Use: \$118,900	Deferred: \$0	
Class: single family	Openings: 1	Baths: 2	Half: 3	Extra Fixt: Misc 1: Misc 2:	CDU: AV	C&D Desc: TV/SF SP/SF RCN/SF RCNLD/SF	C&D Fact: 64.76 0.00 90.53 54.32	BLDG: \$104,167	Market: \$118,900	SWF: \$0		Exempt: \$0	
EX Wall: alum/vinyl/steel	Prefab FP: 5	Rooms: 3	Unfin Area: Fin BSMT Area: Rec Room Area:	Econ Dep%: Econ Desc: N-Fact:	Over Depr Tb: Fcmt Dep %: Fcmt Desc: Econ Dep%: Econ Desc: N-Fact:							Taxable: \$118,900	
Yr Blt: 2000	Bedrooms: 3	Unfin Area: 1,836	Area: 1,836	Value(RCN) 166,206	Yr Bt 2000	EFYr Bt 2000	Grd C+1	CDU AV	%Gd 60	Table 60	% Cmp 60	RCNLD 99,724	
EFF Year: Heating: heat pump													
Fuel: System: heat and a/c													
										Entrances			
										Revisit:	Reason:	Appr Date	Code Rev2
										Building Permit			
										Date	Permit #	Permit \$	CO Date Flg

Bill Information

Year

Category

Number

AR Code

Bill Type

Customer ID

44600

View Bills

2020

RE-R

24026

C20

R

BAREFOOT, CARLTON BROOKS

65 CARR RD

NEWTON GROVE NC 28366

5941576

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

400

Property Information

Parcel ID 11-0044600-06

Alt Parc 1592-#102

Prop Loc 6480 ROANOKE RD

View Bills

View

Item Information

Number of record's customer number 44600

Number of record's name BAREFOOT, CARLTON BROOKS

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2020	738.81	0.00	0.00	724.03	738.81	0.00	0.00	0.00	0.00	0.00	0.00

Installment

Due Date

Billed

738.81

0.00

724.03

738.81

0.00

0.00

0.00

0.00

0.00

0.00

Installment number.

738.81

0.00

724.03

738.81

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Customer Information

44600

[View Bills](#)

N 1 Owner: BAREFOOT, CARLTON BR

BAREFOOT. CARLTON BROOKS

65 CAR RD

NEWTON GROVE NC 28366

5941576

2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49
 50
 51
 52
 53
 54
 55
 56
 57
 58
 59
 60
 61
 62
 63
 64
 65
 66
 67
 68
 69
 70
 71
 72
 73
 74
 75
 76
 77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90
 91
 92
 93
 94
 95
 96
 97
 98
 99
 100
 101
 102
 103
 104
 105
 106
 107
 108
 109
 110
 111
 112
 113
 114
 115
 116
 117
 118
 119
 120
 121
 122
 123
 124
 125
 126
 127
 128
 129
 130
 131
 132
 133
 134
 135
 136
 137
 138
 139
 140
 141
 142
 143
 144
 145
 146
 147
 148
 149
 150
 151
 152
 153
 154
 155
 156
 157
 158
 159
 160
 161
 162
 163
 164
 165
 166
 167
 168
 169
 170
 171
 172
 173
 174
 175
 176
 177
 178
 179
 180
 181
 182
 183
 184
 185
 186
 187
 188
 189
 190
 191
 192
 193
 194
 195
 196
 197
 198
 199
 200
 201
 202
 203
 204
 205
 206
 207
 208
 209
 210
 211
 212
 213
 214
 215
 216
 217
 218
 219
 220
 221
 222
 223
 224
 225
 226
 227
 228
 229
 230
 231
 232
 233
 234
 235
 236
 237
 238
 239
 240
 241
 242
 243
 244
 245
 246
 247
 248
 249
 250
 251
 252
 253
 254
 255
 256
 257
 258
 259
 260
 261
 262
 263
 264
 265
 266
 267
 268
 269
 270
 271
 272
 273
 274
 275
 276
 277
 278
 279
 280
 281
 282
 283
 284
 285
 286
 287
 288
 289
 290
 291
 292
 293
 294
 295
 296
 297
 298
 299
 300
 301
 302
 303
 304
 305
 306
 307
 308
 309
 310
 311
 312
 313
 314
 315
 316
 317
 318
 319
 320
 321
 322
 323
 324
 325
 326
 327
 328
 329
 330
 331
 332
 333
 334
 335
 336
 337
 338
 339
 340
 341
 342
 343
 344
 345
 346
 347
 348
 349
 350
 351
 352
 353
 354
 355
 356
 357
 358
 359
 360
 361
 362
 363
 364
 365
 366
 367
 368
 369
 370
 371
 372
 373
 374
 375
 376
 377
 378
 379
 380
 381
 382
 383
 384
 385
 386
 387
 388
 389
 390
 391
 392
 393
 394
 395
 396
 397
 398
 399
 400
 401
 402
 403
 404
 405
 406
 407
 408
 409
 410
 411
 412
 413
 414
 415
 416
 417
 418
 419
 420
 421
 422
 423
 424
 425
 426
 427
 428
 429
 430
 431
 432
 433
 434
 435
 436
 437
 438
 439
 440
 441
 442
 443
 444
 445
 446
 447
 448
 449
 450
 451
 452
 453
 454
 455
 456
 457
 458
 459
 460
 461
 462
 463
 464
 465
 466
 467
 468
 469
 470
 471
 472
 473
 474
 475
 476
 477
 478
 479
 480
 481
 482
 483
 484
 485
 486
 487
 488
 489
 490
 491
 492
 493
 494
 495
 496
 497
 498
 499
 500
 501
 502
 503
 504
 505
 506
 507
 508
 509
 510
 511
 512
 513
 514
 515
 516
 517
 518
 519
 520
 521
 522
 523
 524
 525
 526

0
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49
 50
 51
 52
 53
 54
 55
 56
 57
 58
 59
 60
 61
 62
 63
 64
 65
 66
 67
 68
 69
 70
 71
 72
 73
 74
 75
 76
 77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90
 91
 92
 93
 94
 95
 96
 97
 98
 99

40
 41
 42
 43
 44
 45
 46

Due 03/25/2025

401

Item information

Owner of record's customer number	44600
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Owner of record's name

BARFOOT. CARLTON BROOKS

Audits

Events
$$\frac{U}{\infty} \rightarrow \frac{8}{\pi} \frac{1}{\infty}$$

U
C
E
O
T
A
D

五、

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42
 43
 44
 45
 46
 47
 48
 49
 50
 51
 52
 53
 54
 55
 56
 57
 58
 59
 60
 61
 62
 63
 64
 65
 66
 67
 68
 69
 70
 71
 72
 73
 74
 75
 76
 77
 78
 79
 80
 81
 82
 83
 84
 85
 86
 87
 88
 89
 90
 91
 92
 93
 94
 95
 96
 97
 98
 99
 100
 101
 102
 103
 104
 105
 106
 107
 108
 109
 110
 111
 112
 113
 114
 115
 116
 117
 118
 119
 120
 121
 122
 123
 124
 125
 126
 127
 128
 129
 130
 131
 132
 133
 134
 135
 136
 137
 138
 139
 140
 141
 142
 143
 144
 145
 146
 147
 148
 149
 150
 151
 152
 153
 154
 155
 156
 157
 158
 159
 160
 161
 162
 163
 164
 165
 166
 167
 168
 169
 170
 171
 172
 173
 174
 175
 176
 177
 178
 179
 180
 181
 182
 183
 184
 185
 186
 187
 188
 189
 190
 191
 192
 193
 194
 195
 196
 197
 198
 199
 200
 201
 202
 203
 204
 205
 206
 207
 208
 209
 210
 211
 212
 213
 214
 215
 216
 217
 218
 219
 220
 221
 222
 223
 224
 225
 226
 227
 228
 229
 230
 231
 232
 233
 234
 235
 236
 237
 238
 239
 240
 241
 242
 243
 244
 245
 246
 247
 248
 249
 250
 251
 252
 253
 254
 255
 256
 257
 258
 259
 260
 261
 262
 263
 264
 265
 266
 267
 268
 269
 270
 271
 272
 273
 274
 275
 276
 277
 278
 279
 280
 281
 282
 283
 284
 285
 286
 287
 288
 289
 290
 291
 292
 293
 294
 295
 296
 297
 298
 299
 300
 301
 302
 303
 304
 305
 306
 307
 308
 309
 310
 311
 312
 313
 314
 315
 316
 317
 318
 319
 320
 321
 322
 323
 324
 325
 326
 327
 328
 329
 330
 331
 332
 333
 334
 335
 336
 337
 338
 339
 340
 341
 342
 343
 344
 345
 346
 347
 348
 349
 350
 351
 352
 353
 354
 355
 356
 357
 358
 359
 360
 361
 362
 363
 364
 365
 366
 367
 368
 369
 370
 371
 372
 373
 374
 375
 376
 377
 378
 379
 380
 381
 382
 383
 384
 385
 386
 387
 388
 389
 390
 391
 392
 393
 394
 395
 396
 397
 398
 399
 400
 401
 402
 403
 404
 405
 406
 407
 408
 409
 410
 411
 412
 413
 414
 415
 416
 417
 418
 419
 420
 421
 422
 423
 424
 425
 426
 427
 428
 429
 430
 431
 432
 433
 434
 435
 436
 437
 438
 439
 440
 441
 442
 443
 444
 445
 446
 447
 448
 449
 450
 451
 452
 453
 454
 455
 456
 457
 458
 459
 460
 461
 462
 463
 464
 465
 466
 467
 468
 469
 470
 471
 472
 473
 474
 475
 476
 477
 478
 479
 480
 481
 482
 483
 484
 485
 486
 487
 488
 489
 490
 491
 492
 493
 494
 495
 496
 497
 498
 499
 500
 501
 502
 503
 504
 505
 506
 507
 508
 509
 510
 511
 512
 513
 514
 515
 516
 517
 518
 519
 520
 521
 522
 523
 524
 525

1
 2
 3
 4
 5
 6
 7

843-4000

Interest Due

Piedra Blanca

Pinkney, Dec.

Quest/Cnd3

4
5
6
7
8
9

...

Installation number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

AR

Category

Number

AR Code

Bill Type

Customer ID

44600

View Bills

2022

RE-R

24273

C20

R

BAREFOOT, CARLTON BROOKS

65 CARR RD

NEWTON GROVE NC 28366

5941576

Alerts/Alerts

N 1 Owner: BAREFOOT, CARLTON BR

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Parcel ID 11-0044600-06

Alt Parc 1592-#102

Prop Loc 6480 ROANOKE RD

View Bills

View

Item Information

Number of record's customer number 44600

Number of record's name BAREFOOT, CARLTON BROOKS

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Pmt/Crd	Prin/Fee/Per Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2022							738.81	738.81	0.00	0.00	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

AR Category

Number

AR Code

Bill Type

Customer ID

44600

View Bills

2024 RE-R 75487 C20 R BAREFOOT, CARLTON BROOKS

65 CARR RD
NEWTON GROVE NC 28366

5941576

Special Conditions/Notes

View prior unpaid bills
View ancestor prior unpaid bills

Active Date
Due 03/25/2025

Item Information
Number of record's customer number 44600
Number of record's name BAREFOOT, CARLTON BROOKS

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits		
Installment	Due Date	Billed	Adj/Adj	Paid		Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due
1	09/01/2024	934.22	0.00	934.22		934.22	0.00	0.00	0.00
									Total Due Now

1	09/01/2024	934.22	0.00	934.22	934.22	0.00	0.00	0.00
---	------------	--------	------	--------	--------	------	------	------

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Account Number	24010	AR Code	C20	Bill Type	R
Category	RE-R	Customer ID	42367	View Bills	

Notes/Alerts

N 1 Owner: ELDRIDGE, DELORES J

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID	11-0042367-01	View Bills
Alt Parc	1592-#125	
Prop Loc	6502 ROANOKE RD	

Item Information

Owner of record's customer number	42367
Owner of record's name	ELDRIDGE, DELORES J

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits		
Installment	Due Date	Billed	Abt/Adj	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2020	588.87	0.00	577.10	588.87	0.00	0.00	0.00	0.00

Installment number.

Bill Information

Account Number	24105	AR Code	C20	Bill Type	R
Category	RE-R	Customer ID	42367	View Bills	

Notes/Alerts

N 1 Owner: ELDRIDGE, DELORES J

Special Conditions/Notes

View prior unpaid bills

View enclosures prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID	11-0042367-01	View Bills
Alt Parc	1592-#125	View
Prop Loc	6502 ROANOKE RD	

Item Information

Owner of record's customer number 42367

Owner of record's name ELDRIDGE, DELORES J

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits		
Installment	Due Date	Billed	Abx/Adj	Paid		Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due
1	09/01/2021	588.87	0.00	588.87		588.87	0.00	0.00	0.00
								Total Due Now	0.00

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC]

Customer Information

Customer ID

42367

View Bills

Category

2023 RE-R

Number

24483

AR Code

C20

Bill Type

R

ELDRIDGE, DELORES J

6502 ROANOKE RD

NEWTON GROVE NC 28366

910-990-3180

Special Conditions/Notes

View prior unpaid bills

View ancestor prior unpaid bills

Effective Date

Due 03/25/2025

Property Information

Parcel ID

11-0042367-01

Alt Parc

1592-#125

Prop Loc

6502 ROANOKE RD

View Bills

View

Item Information

Number of record's customer number

42367

Number of record's name

ELDRIDGE, DELORES J

Installments	Due Date	Billed	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2023	588.87								588.87	0.00	0.00	0.00	0.00

Installment number.

Bill Inquiry [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Parcel Account View [SAMPSON COUNTY TAX OFFICE, NC] > Bill Inquiry: Single Bill View [SAMPSON COUNTY TAX OFFICE, NC]

Bill Information

Year	Category	Number	AR Code	Bill Type	Customer ID	42367	<div><div></div>View Bills</div>
2024	RE-R	75473	C20	R	ELDRIDGE, DELORES J		

Notes/Alerts

N 1 Owner: ELDRIDGE, DELORES J

6502 ROANOKE RD

NEWTON GROVE NC 28366

910-990-3180

Special Conditions/Notes

View prior unpaid bills

View addressee prior unpaid bills

Effective Date

Due 03/25/2025

409

Item Information

Number of record's customer number 42367

Number of record's name ELDRIDGE, DELORES J

Property Information

Parcel ID	11-0042367-01	View Bills
Alt Parc	1592-#125	View Bills
Prop Loc	6502 ROANOKE RD	View Bills

Installments	Charges	GL Allocation	History	References	Related Bills	Events	Audits	Paid	Pmt/Crd	Prin/Fee/Pen Unpaid	Interest Paid	Interest Due	Total Due Now
1	09/01/2024	838.25	0.00	838.25	838.25	0.00	0.00	838.25	0.00	0.00	0.00	0.00	0.00

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR
(MILITARY VEHICLE EXEMPTION)

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **ERIC RAMIREZ REYES** in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	
2024	\$179.07
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Release/Adjustment	\$179.07

G02	County Tax	\$158.75
	School Tax	\$
F21	Fire Tax	\$20.32
	City Tax	\$
	Total	\$179.07

The taxes were assessed through clerical error, or an illegal tax as follows:

Taxpayer is receiving the 100% Military Vehicle Exemption on vehicles.

2023 MITS OUTLANDER MP (TMN2275)

ERIC RAMIREZ REYES

LES State of Residence: ALABAMA

Taxpayer:

Eric Ramirez Reyes

Tax Administrator:

Jan J. [Signature]

Board Approved:

Date

Initials

3/3/2025

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **STAR TELEPHONE MEMBERSHIP CORPORATION** in the _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year

2024 **\$298.67**

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Release/Adjustment \$298.67

G02 County Tax \$264.78

School Tax

F19 Fire Tax \$33.89

City Tax

Total \$298.67

The taxes were assessed through clerical error, or an illegal tax as follows:

Company vehicles are permanently exempt because of Public Service

2025 Ford MP (LEE9268)

Taxpayer:

Star Telephone Memb Corp

Tax Administrator:

Jan Hume

Board Approved:

Date

Initials

3/4/2025

AA

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **WILLIAM NOTT, JR** in the **SOUTH RIVER** Township, Sampson County, for the year(s) and in the amount(s) of:

Year

2024 **\$109.41**

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Release/Adjustment \$109.41

County Tax \$

School Tax

Fire Tax \$

T04 City Tax \$99.41/10.00

Total \$109.41

The taxes were assessed through clerical error, or an illegal tax as follows:

Tax amount adjusted from Garland Town to Garland fire on 2019 Jeep Wrangler (HHB5444)

Taxpayer:

William Nott, Jr.

Tax Administrator:

Jan Shuman

Board Approved:

Date

Initials

2/18/2025
AA

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR
(MILITARY VEHICLE EXEMPTION)

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **FRAY ROSARIO** in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year

2024	\$149.32
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Release/Adjustment \$149.32

G02	County Tax	\$132.38
	School Tax	\$
F06	Fire Tax	\$16.94
	City Tax	\$
	Total	\$149.32

The taxes were assessed through clerical error, or an illegal tax as follows:

Taxpayer is receiving the 100% Military Vehicle Exemption on vehicle:

2018 MAZD CX-9 GRAND TOURING MP (FRAYAA)

FRAY ROSARIO

LES State of Residence: NEW YORK

Taxpayer:

Tax Administrator:

Board Approved:

Date

Initials

3/6/2025
AA

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **DAVID MICHAEL NORRIS** in the _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year

2024

\$130.46

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Release/Adjustment \$130.46

G02 County Tax \$105.14/10.51(LATE LIST)

School Tax

F19 Fire Tax \$13.46/1.35(LATE LIST)

City Tax

Total \$130.46

The taxes were assessed through clerical error, or an illegal tax as follows:

2022 MAKO BOAT SOLD IN 2023

Taxpayer:

David Michael Norris

Tax Administrator:

Jim Shuman

Board Approved:

Date

Initials

3/11/2025
AA

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by Victoria Leigh Fonte
in _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year	<u>2024</u>	\$	<u>409.25</u>
		\$	
		\$	
		\$	
		\$	

Total Release/Adjustment \$ 409.25

<u>G02</u>	County Tax	\$	<u>217.69</u>
	School Tax	\$	
<u>F21</u>	Fire Tax	\$	<u>27.86</u>
<u>T01</u>	City Tax	\$	<u>163.70</u>
	Total	\$	<u>409.25</u>

The taxes were assessed through clerical error or an illegal tax as follows:

Vehicle was registered in SC during gap period - provided SC registrations
2017 Jeep
Account # 226470
Bill # 1003202

Taxpayer:

Victoria Leigh Fonte

Tax Administrator:

Jean Hunter

Board Approved:

Date

Initials

OFFICE OF THE SAMPSON COUNTY TAX ADMINISTRATOR

Members:

Pursuant to North Carolina G. S. 105-381, I hereby demand a release and adjustment of taxes assessed by Sampson County against the property owned by **ASHLEY DANIELLE REBARKER** in the _____ Township, Sampson County, for the year(s) and in the amount(s) of:

Year

2024

\$107.12

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Release/Adjustment \$107.12

G02 County Tax \$86.33/8.63(LATE LIST)

School Tax

F06 Fire Tax \$11.05/1.11(LATE LIST)

City Tax

Total \$107.12

The taxes were assessed through clerical error, or an illegal tax as follows:

TAXPAYER SOLD THE 2012 CAROLINA SKIFF 4/19/2023

Taxpayer:

Ashley Danielle Rebarker

Tax Administrator:

Jim Johnson

Board Approved:

Date

Initials

3/19/2025
AA

COUNTY OF SAMPSON
BUDGET AMENDMENT

MEMO:

FROM: Anna Ellis

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the Animal Shelter Department
be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
11243800-529200 <i>Lo mls</i>	DEPARTMENTAL SUPPLIES	1,970.00	

Revenue Account	Revenue Account Description	Increase	Decrease
11034380-408401	Donations		1,970.00

2. Reason(s) for the above request is/are as follows:
To budget donations received to departmental supplies

Anna Ellis
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025
Melissa Butler
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

Date of approval/disapproval by B.O.C.

_____, 20_____
(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

March 24, 2025

FROM: Dana Hall, Director

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 24-25

1. It is requested that the budget for the AGING Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558670-526201	Departmental Equipment	\$ 1,815.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035868-408401 <i>7</i> <i>mlb</i>	Donations	\$ 1,815.00	

2. Reason(s) for the above request is/are as follows:
To budget health fair funds for home repair laptop.

Dana Hall

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025
Melissa Hunter

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20__

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the JCPC Programs Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
05558320-525100 30 Mbb	Gas, Oil, Tires		287.00

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
05035833-303612	Juvenile Innovations		287.00

2. Reason(s) for the above request is/are as follows:
To reallocate funds to actual approved grant funds.

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025

Melissa Burton

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Kelsey Edwards

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the Library Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11761100-544200	Cultural Programming	\$600	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11036110-408900	Misc Revenue	\$600	

2. Reason(s) for the above request is/are as follows:

Grassroots Grant award from Sampson Arts Council/NC Arts Council.

Kelsey B. Edwards 3/19/25
(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025
Melissa Burton
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

March 14, 2025

FROM: Dana Hall, Director of Recreation & Aging

Date

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the AGING Department
be amended as follows:

Expenditure Account	Expenditure Account Description	Increase	Decrease
02558660-544000	CONTRACT SERVICES		\$ 6,000.00
02558800-522100	FOOD PROVISIONS		\$ 35,000.00
02558710-512100	FT SALARY		\$ 5,000.00
02558670-524100	BUILDING MATERIALS	\$ 25,000.00	
02558670-544000	CONTRACT SERVICES	\$ 12,000.00	
	ADMIN	\$ 9,000.00	

Revenue Account	Revenue Account Description	Increase	Decrease
02035880-403601	STATE GRANT MID CAROLINA		\$ 35,000.00
02035871-403601	STATE GRANT MID CAROLINA		\$ 5,000.00
02035866-403601	STATE GRANT MID CAROLINA		\$ 6,000.00
02035867-403601	STATE GRANT MID CAROLINA	\$ 46,000.00	

2. Reason(s) for the above request is/are as follows:
To reallocate funds to home repair program.

Dana Hall

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025

Melissa Foster

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Sheriff Jimmy Thornton

26-Feb-25

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2026

1. It is requested that the budget for the Detention Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11243200-526200	Departmental Supplies	\$ 10,295.00	
11243200-535200	Maint. Repair Equipment	\$ 8,225.00	
11243100-526200	Departmental Supplies	\$ 7,200.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11034310-403612	Grant Revenue	\$ 18,520.00	

2. Reason(s) for the above request is/are as follows:

Necessary funding to cover cost for upgrading jail round check system and evidence software and warehouse railing



(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025



(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

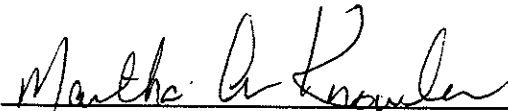
1. It is requested that the budget for the Veterans Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11558200-531100	Travel	2,273.00	

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
11035820-403615	Grant - Veterans	2,273.00	


2. Reason(s) for the above request is/are as follows:

To budget grant received from the NC Department of Military & Veterans' Affairs


(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025

(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**COUNTY OF SAMPSON
BUDGET AMENDMENT**

MEMO:

FROM: Melissa Burton

TO: Sampson County Board of Commissioners

VIA: County Manager & Finance Officer

SUBJECT: Budget Amendment for fiscal year 2024-2025

1. It is requested that the budget for the Aging Department
be amended as follows:

<u>Expenditure Account</u>	<u>Expenditure Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02558680-526200	Dept. Supplies		791.00
02558680-544000	Contracted Services		2,054.00

<u>Revenue Account</u>	<u>Revenue Account Description</u>	<u>Increase</u>	<u>Decrease</u>
02035868-409900	Fund Balance Appropriated		15,640.00
02035868-408900	Misc. Revenue	12,795.00	

2. Reason(s) for the above request is/are as follows:
To correct BA 046 for account error and to correct estimated to actual revenue

(Signature of Department Head)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

3/28, 2025
Melissa Burton
(County Finance Officer)

ENDORSEMENT

1. Forwarded, recommending approval/disapproval.

_____, 20____

Date of approval/disapproval by B.O.C.

(County Manager & Budget Officer)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2(a)

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Ivanhoe Water Project Status Update

DEPARTMENT: Public Works

PUBLIC HEARING: No

CONTACT PERSON(S): Mark Turlington, Public Works Director

ATTACHMENTS: None

BACKGROUND:

Public Works Director Mark Turlington will share information and a brief video regarding the ongoing Ivanhoe Water Project.

RECOMMENDED ACTION OR MOTION:

None – Information Only

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 2(b)

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input checked="" type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Sampson County Agricultural Statistics

DEPARTMENT: NC Cooperative Extension

PUBLIC HEARING: No

CONTACT PERSON(S): Brad Hardison, Extension Director
Jim Johnson, Tax Administrator
Ray Jordan, Economic Development Director

ATTACHMENTS: PowerPoint Presentation

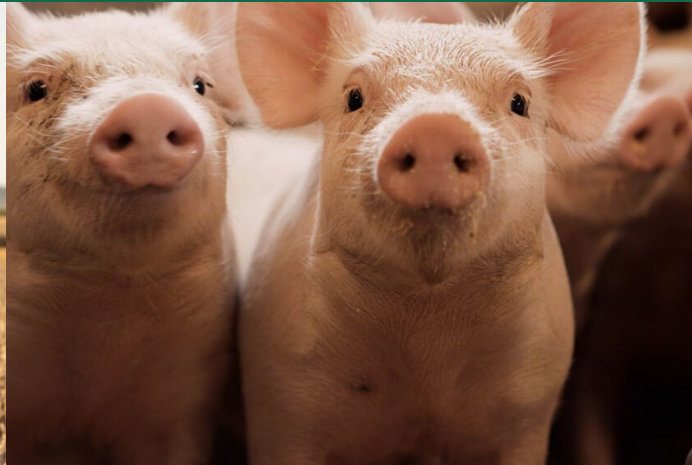
BACKGROUND:

Cooperative Extension Director Brad Hardison will offer a presentation that tells the agriculture story of Sampson County.

RECOMMENDED ACTION OR MOTION:

None – Information Only

SAMPSON COUNTY AGRICULTURAL STATISTICS



20 February 2025

	Acres	Sales	State Rank
Crops	200,922	\$264,000,000	1
Timber	53,282	\$20,926,476	16
Livestock	9,665	\$1,900,000,000	1
Other Crops	28,336	\$9,852,000	1
Total	292,205	\$2,193,852,000	1

2022 USDA Census of Agriculture www.nass.usda.gov/AgCensus

2023 Income of NC Timber Harvested <https://go.ncsu.edu/sampson timber>

53%

Employment tied to Agriculture

NC Dept of commerce <https://d4.nccommerce.com/QCEWLargestEmployers.aspx>

- Smithfield #1 (1600 + 2100 contractors)
- Prestage #3 (999 + 450 contractors)
- Hog Slat Inc. #5 (999 + 1,400 contractors)
- Burch Equipment LLC #15 (249)
- Natures Way Farms #22 (249)
- Butterball #23 (249)

89%

Family-Owned Farms

2022 USDA Census of Agriculture www.nass.usda.gov/AgCensus



Sampson County accounts for

12%

of NC'S Total Agricultural Output

Sampson County is Ranked the

14th

County in the United States for Agriculture Output



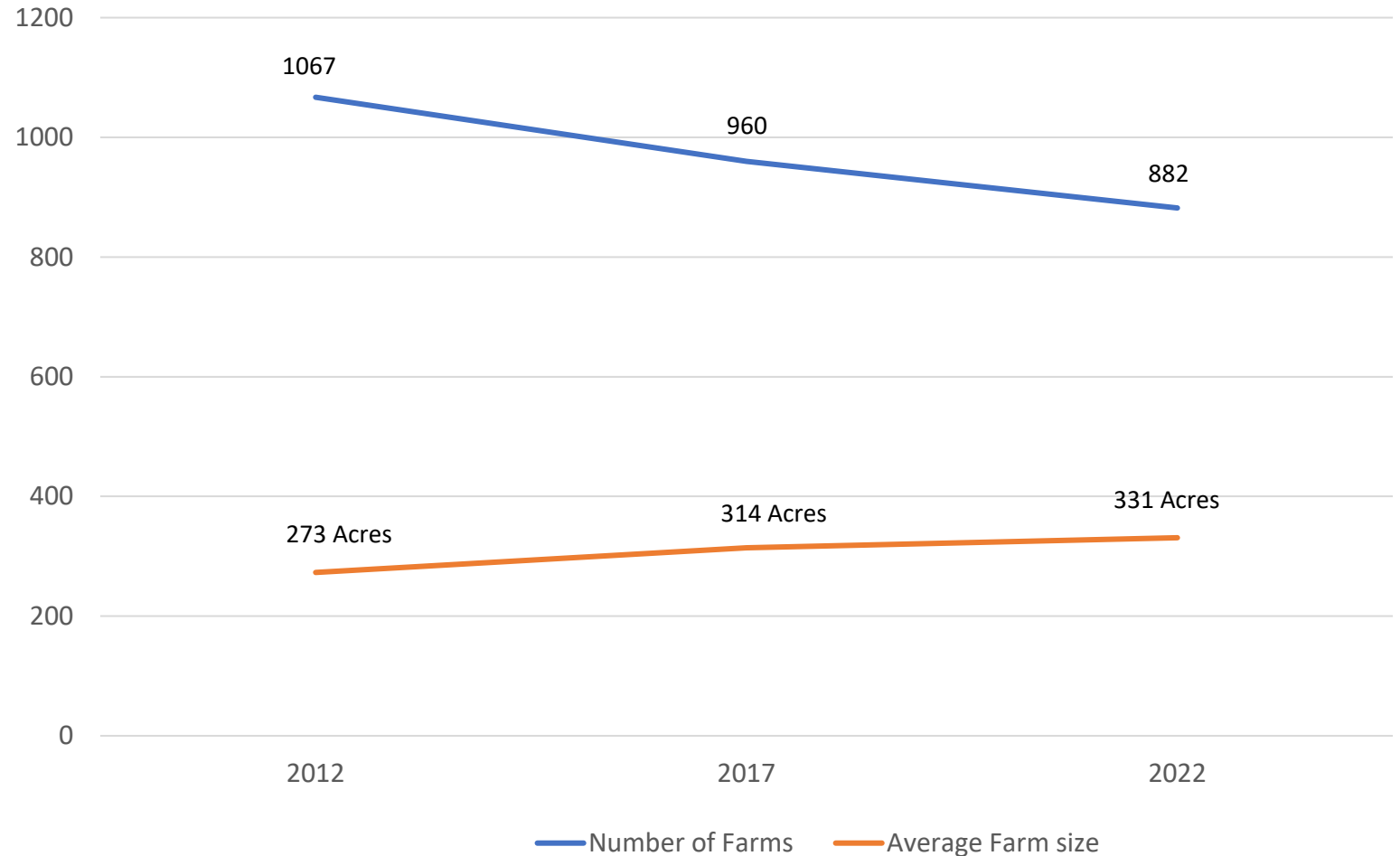
Fewer farms implications:

- Larger farms dominate ag production
- Increased pressure on land conservation and local food systems
- Potential impact on rural communities, agribusiness, and workforce

Farm size implications:

- Large farms may influence crop selection, mechanization, and labor
- Challenges for small & mid-sized farms trying to compete

Average number of Farms and Farm Size



2022 USDA Census of Agriculture www.nass.usda.gov/AgCensus

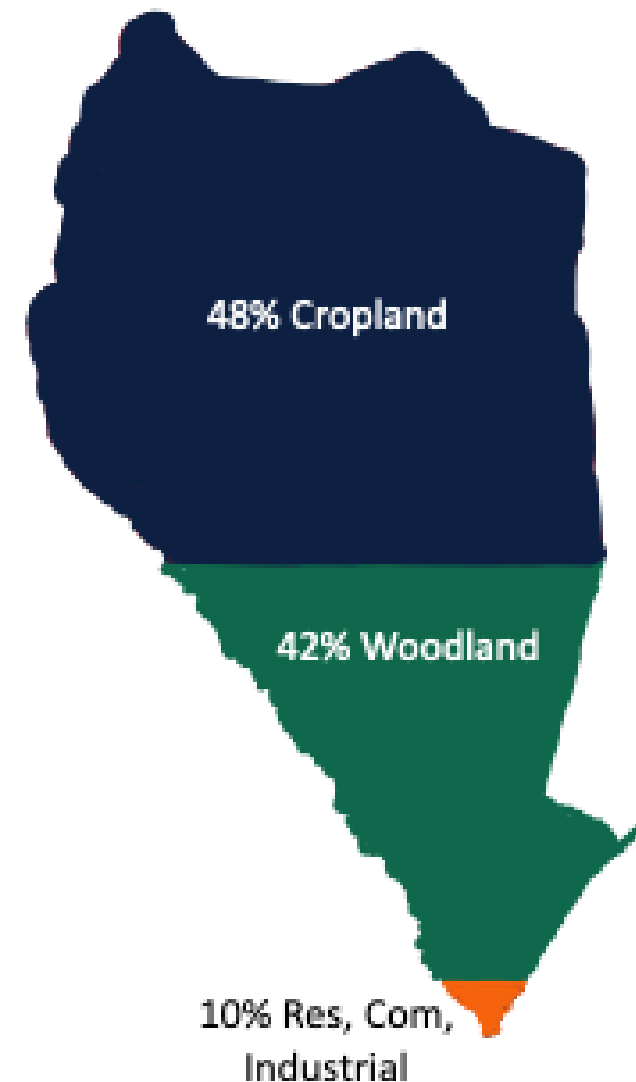
Total Acres of land in Sampson County*

606,611

404,588

Acres Enrolled in Present-Use Value

The NC General Assembly enacted the Present-Use Value Program which allows certain agricultural land, horticultural land and forestland to be assessed at a value consistent with its present use, rather than its higher market value.



Farmland:

48% of County is Farmland
\$2.7M deferred taxes

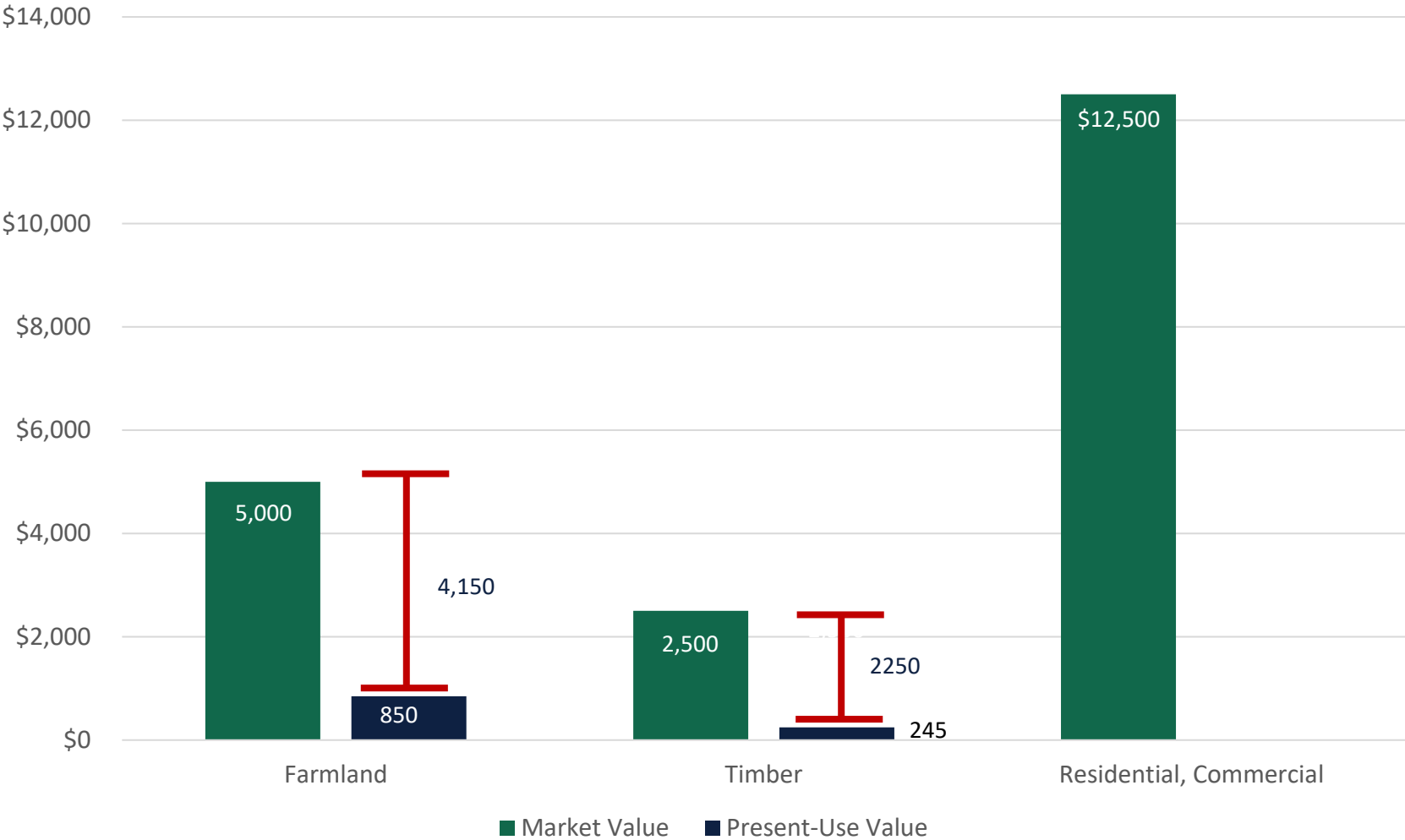
Timber:

42% of County is Timber
\$2.3M deferred taxes

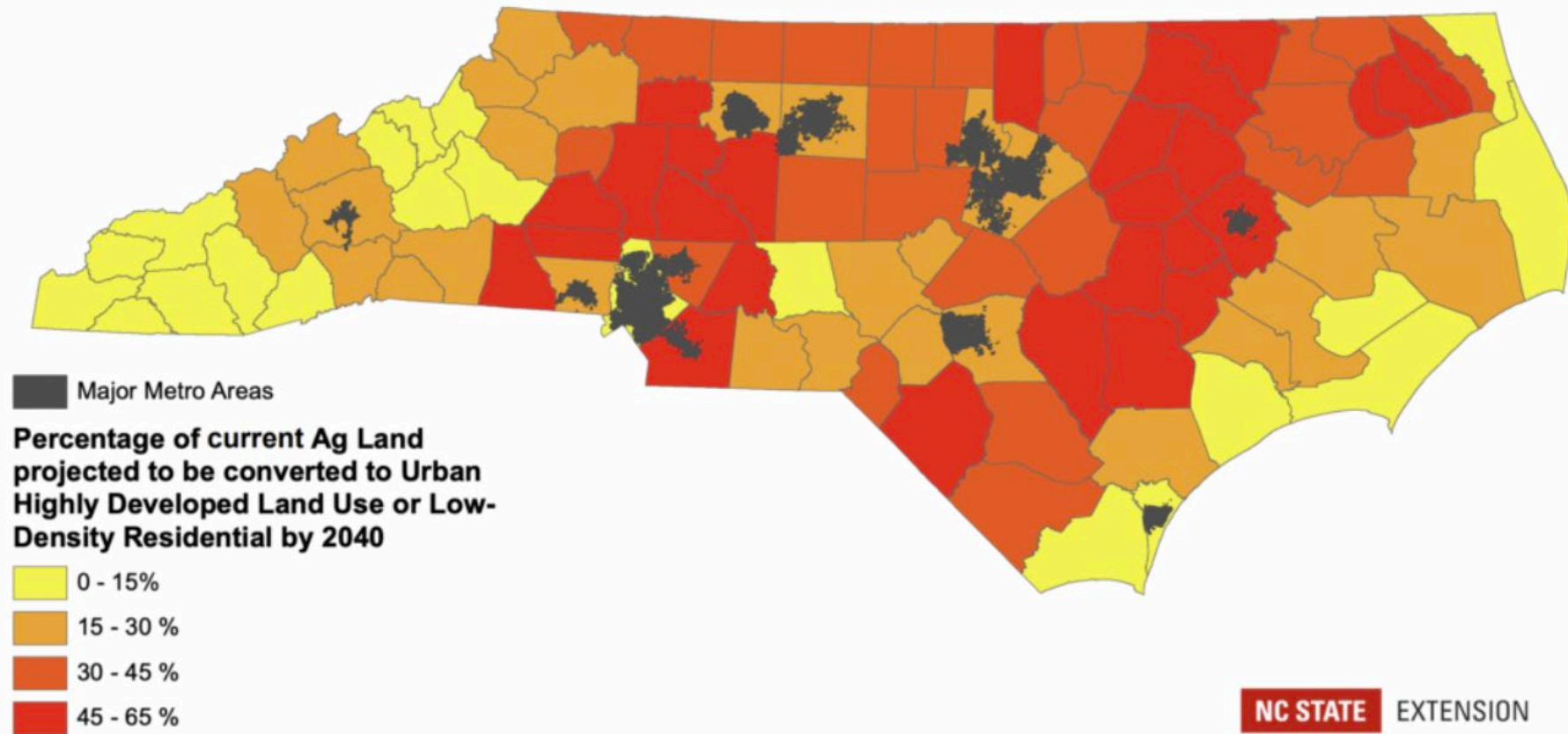
Total acres: 404,588 PUV

\$5M In Deferred Taxes Annually

Present Use Value (PUV) vs. Market Value per Acre



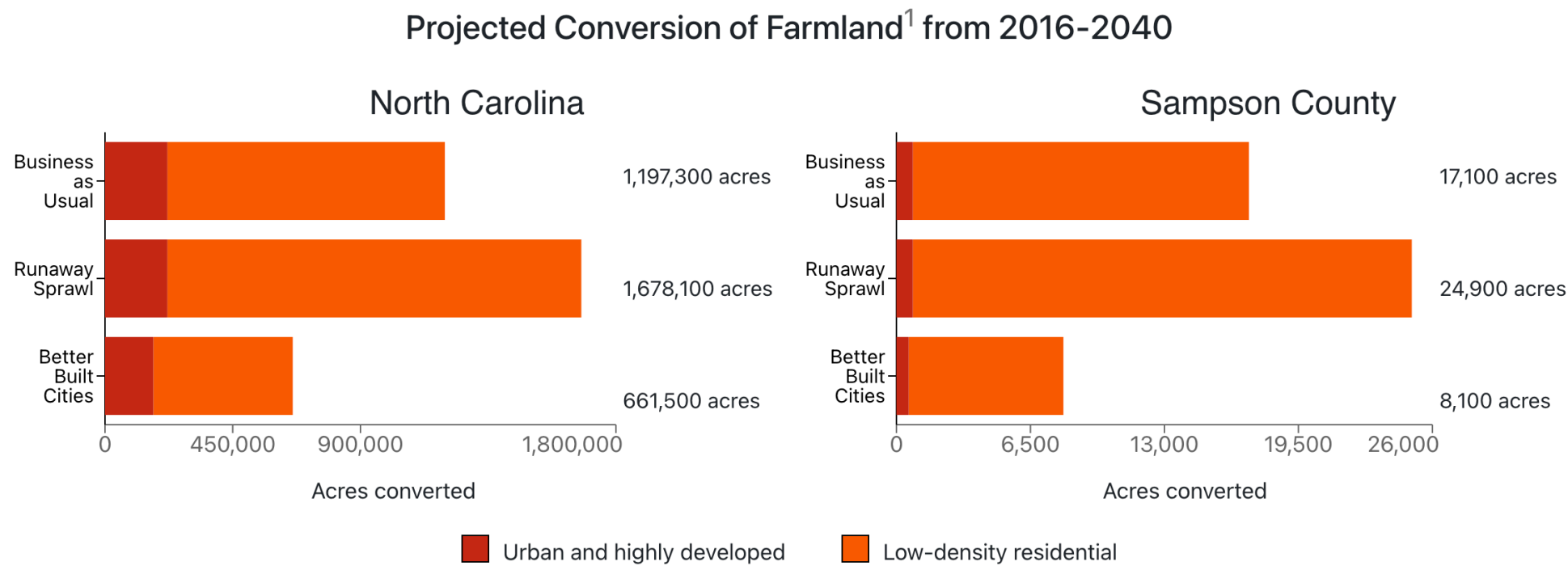
Projected Farmland Loss, 2016 - 2040



Source: American Farmland Trust: Farms Under Threat 2040 Report

NC STATE EXTENSION

NC FarmLink



Urban and highly developed (UHD) land use includes commercial, industrial, and moderate-to-high density residential areas.
Low-density residential (LDR) land use includes scattered subdivisions and large-lot housing, which fragment the agricultural land base and limit production.

¹Farmland includes cropland, pasture and woodland associated with farms.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3(a)

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Dewberry Engineers – Spring Funding Applications for Mintz Area and Old Warsaw Road Water Main Extensions

DEPARTMENT: Public Works

PUBLIC HEARING: No

CONTACT PERSON(S): David Ross, Dewberry Engineers
Mark Turlington, Public Works Director

ATTACHMENTS: Funding Description, Two (2) Resolutions

BACKGROUND:

The two proposed projects aim to expand the public water supply system in Sampson County to include the Mintz area and Old Warsaw Road area. The primary goal is to provide potable water service to residents affected by emerging contaminants in these regions.

The required infrastructure improvements for the Mintz Area include:

- Water main extensions to connect residences in the Mintz area to the expanded system

The required infrastructure improvements for the Old Warsaw Rd Area include:

- Water main extensions to connect residences in the Mintz area to the expanded system

The total funding request for the Mintz Water Main Extensions Project is approximately \$5,000,000, which includes construction, contingency, funding administration, construction administration, and planning.

The total funding request for the Old Warsaw Road Water Main Extensions Project is approximately \$3,600,000, which includes construction, contingency, funding administration, construction administration, and planning.

RECOMMENDED ACTION OR MOTION:

Motion to adopt Resolutions Authorizing the Funding Applications as submitted

Mintz Area and Old Warsaw Road Water Main Extensions

The two proposed projects aim to expand the public water supply system in Sampson County to include the Mintz area and Old Warsaw Road area. The primary goal is to provide potable water service to residents affected by emerging contaminants in these regions.

The required infrastructure improvements for the Mintz Area include:

- Water main extensions to connect residences in the Mintz area to the expanded system

The required infrastructure improvements for the Old Warsaw Rd Area include:

- Water main extensions to connect residences in the Mintz area to the expanded system

The total funding request for the Mintz Water Main Extensions Project is approximately \$5,000,000, which includes construction, contingency, funding administration, construction administration, and planning.

The total funding request for the Old Warsaw Road Water Main Extensions Project is approximately \$3,600,000, which includes construction, contingency, funding administration, construction administration, and planning.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The County of Sampson has need for and intends to construct a project described as the construction of a water system expansion to serve the Mintz area of Sampson County, and

WHEREAS, The County of Sampson intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAMPSON:

That County of Sampson, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Sampson to make a scheduled repayment of the loan, to withhold from the County of Sampson any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Jeffery Hudson, Interim County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of April, in Sampson County, North Carolina.

(Signature of Chief Executive Officer)

(Title)

ATTEST:

Clerk to the Board

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Clerk of the Board of the County of Sampson does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Sampson County Board of Commissioners duly held on the 7th day of April, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)

Note: an Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The County of Sampson has need for and intends to construct a project described as the construction of a water system expansion to serve the Old Warsaw area of Sampson County, and

WHEREAS, The County of Sampson intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF SAMPSON:

That County of Sampson, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the County of Sampson to make a scheduled repayment of the loan, to withhold from the County of Sampson any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Jeffery Hudson, Interim County Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of April, in Sampson County, North Carolina.

(Signature of Chief Executive Officer)

(Title)

ATTEST:

Clerk to the Board

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Clerk of the Board of the County of Sampson does hereby certify:

That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Sampson County Board of Commissioners duly held on the 7th day of April, 2025; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS

WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)

Note: an Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 3(b)

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input checked="" type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Planning & Zoning – Honeycutt Farms Preliminary Plan Approval

DEPARTMENT: Planning & Zoning

PUBLIC HEARING: No

CONTACT PERSON(S): Michelle Lance, Senior Planner

ATTACHMENTS: Cover Letter, Preliminary Staff Report, Meeting Minutes

BACKGROUND:

The Planning Board reviewed the preliminary plan for the Honeycutt Farms subdivision. Senior Planner Michelle Lance provided an overview of the proposal, which involves a 23-lot subdivision located off Parker Memorial Road in Herring Township. The developer plans to subdivide 24.5 acres into 23 single-family lots, with the properties being served by County water and individual septic systems. A 50-foot public right-of-way is proposed to provide access to the 23 lots. The subdivision is situated in the Residential Agricultural (RA) zoning district, is not located in a regulated floodplain, and contains no 404 wetlands. The future land use map designates the property within the Residential Growth area.

The Planning Board voted unanimously (5-0) to recommend approval of the preliminary plan. Staff recommends approval, due to its compliance with the Sampson County Subdivision Ordinance and consistency with the Sampson County Land Use Plan.

RECOMMENDED ACTION OR MOTION:

Motion to approve the preliminary plans for Honeycutt Farms as submitted



Inspections & Planning Department

To: Jeffrey Hudson, Interim County Manager
From: Michelle Lance, Senior Planner, CZO
Subject: April 7th, 2025, Board of Commissioners Meeting
Date: March 17, 2025

The following item was addressed by the Planning Board at their meeting on March 10, 2025:

Honeycutt Farms

The Planning Board reviewed the preliminary plan for the Honeycutt Farms subdivision. Senior Planner Michelle Lance provided an overview of the proposal, which involves a 23-lot subdivision located off Parker Memorial Road in Herring Township.

The developer plans to subdivide 24.5 acres into 23 single-family lots, with the properties being served by County water and individual septic systems. A 50-foot public right-of-way is proposed to provide access to the 23 lots. The subdivision is situated in the Residential Agricultural (RA) zoning district, is not located in a regulated floodplain, and contains no 404 wetlands. The future land use map designates the property within the Residential Growth area.

The Planning Board voted unanimously (5-0) to recommend approval of the preliminary plan. Staff recommends approval, due to its compliance with the Sampson County Subdivision Ordinance and consistency with the Sampson County Land Use Plan.

Please contact my office with any questions or comments.

cc: Stephanie Shannon, Clerk to the Board

attachments

Honeycutt Farms

STAFF REPORT

Sampson County Planning & Zoning

Preliminary Plan
SUB24-127

PROPOSAL SUMMARY

Sketch Plan was approved by the Planning Board on August 12, 2024.

PRELIMINARY PLAN: Honeycutt Farms

Property Location: Parker Memorial Rd

Request: Developer proposes subdivide 24.50 acres into 23 single-family lots

Surveyor/Engineer: Hillard Engineering, PLLC
Developer: 24 Holdings, LLC

Applicant: Hillard Engineering, PLLC

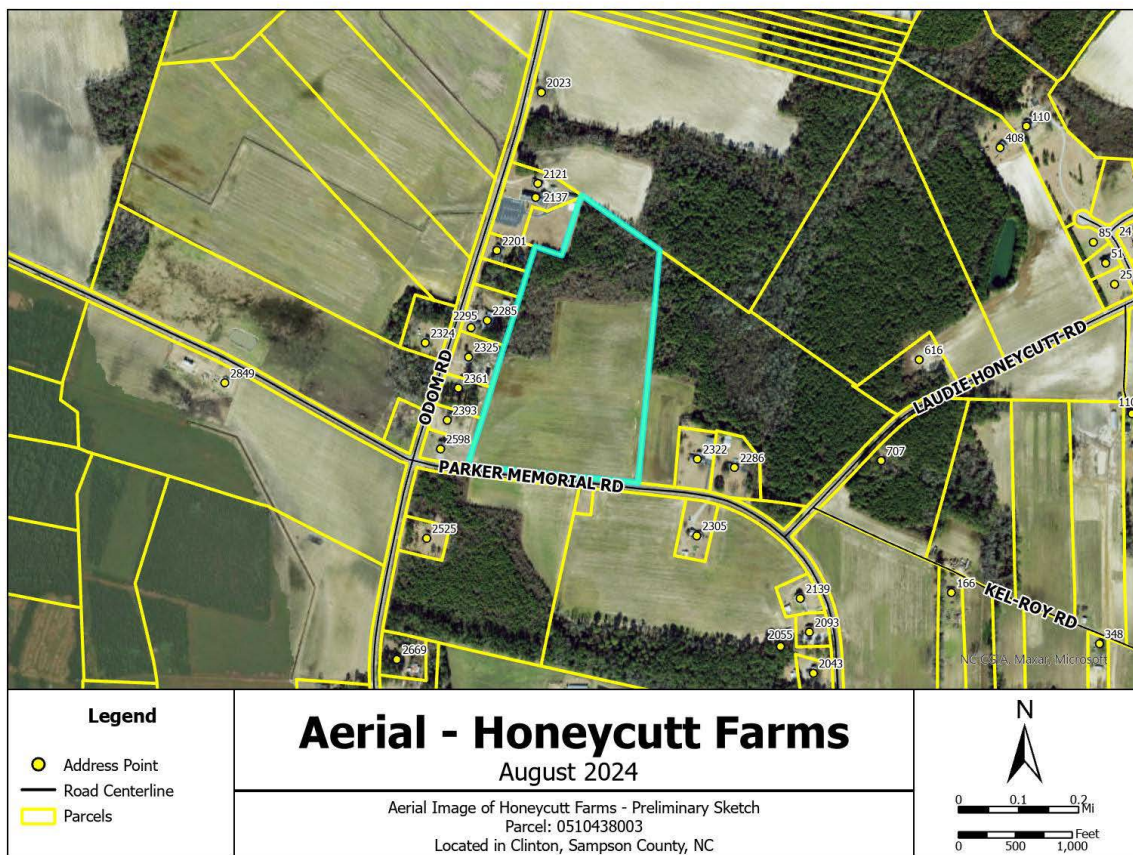
Existing Land Use: Vacant

Property Owner: 24 Holdings, LLC

Zoning District: Residential Agricultural (RA)

PIN # 05104398005

Township: Herring



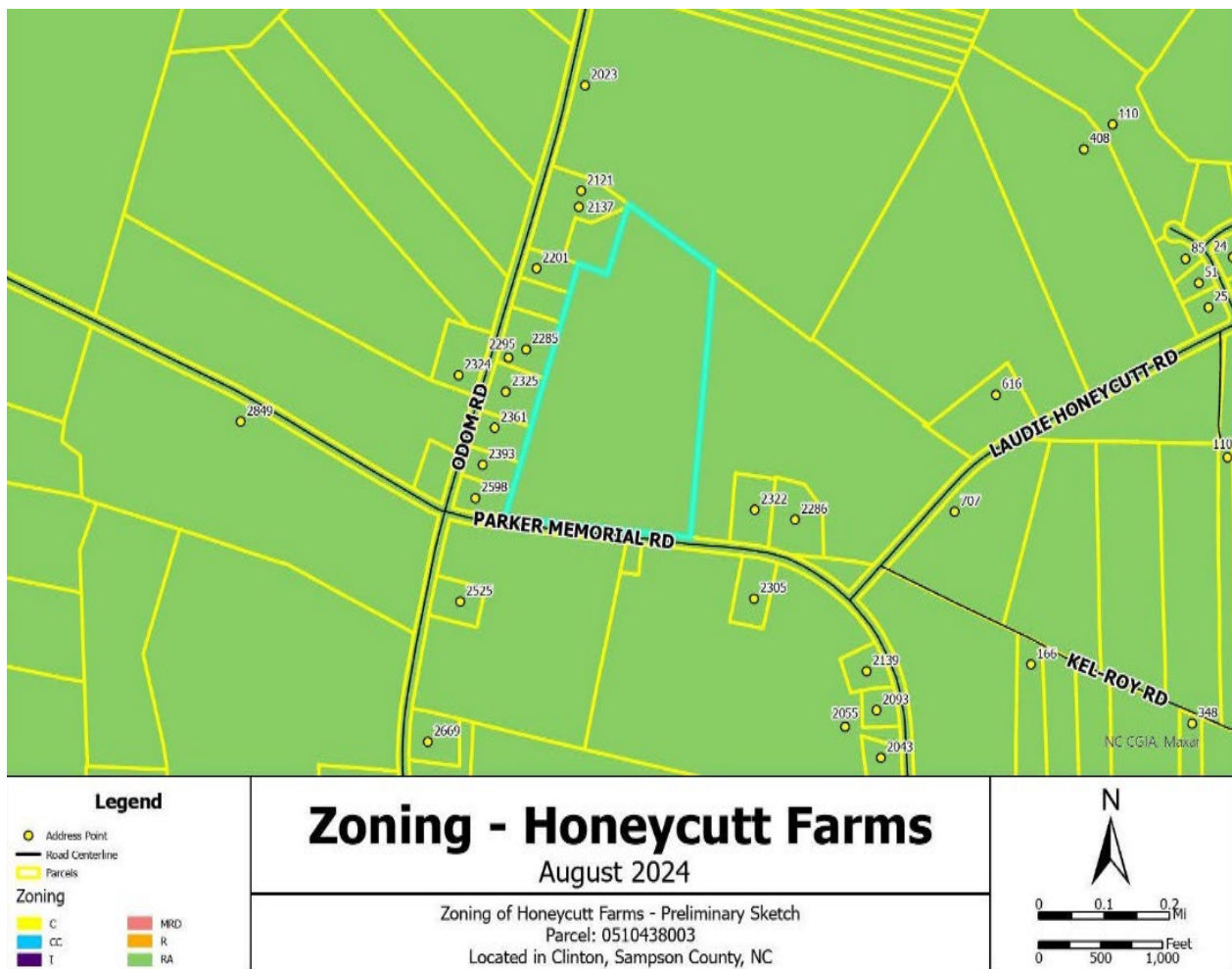
SUMMARY OF ANALYSIS & RECOMMENDATION

Staff is recommending approval of the preliminary plan due to its compliance with the Sampson County Subdivision Ordinance.

ANALYSIS OF COMPATIBILITY WITH ADOPTED PLANS

Sampson County Land Use Plan

The subject property is in the area designated as Residential Growth. This area has been determined to have greater potential for development than the eastern and southern portions of Sampson County. Appropriate uses in the Residential Growth area include single-family home sites, residential subdivisions, and manufactured home parks.



Zoning

The subject property is in the Residential Agricultural (RA) Zoning District. The purpose of the Residential Agricultural (RA) Zoning District is to provide an environment for residential use at densities that correspond with the available services and general farming operations as defined herein. It is intended to protect the agricultural sections of the community from an increase of urban density development that would make the land less suitable for farms and to protect residential development that is primarily dependent on private wells and septic tanks to ensure a safe and healthy living environment. In addition, some uses that are necessary in a rural environment, which are nonresidential in nature may be allowed as a special requirement or by special use.

Environmental Site Conditions

- **Flood** – The parcel is not within the regulated floodplain
- **Wetlands** – There are no wetlands located on the subject property.

Water & Sewer Utilities

- The lots will be served by Sampson County water and individual septic systems.

Transportation

- The applicant will be required to obtain all necessary permits and approvals from NCDOT prior to construction.

Fire Service Protection

- Fire service is provided by the Herring Fire Department

District Schools

The proposed division is in the Midway School District

- Clement, Plainview, Midway Elementary
- Midway Middle
- Midway High



D*R*A*F*T

**SAMPSON COUNTY
PLANNING BOARD**

March 10, 2025

The Sampson County Planning Board convened for their regular meeting at 6:00 p.m. Monday, March 10, 2025, in the County Auditorium, 435 Rowan Road in Clinton, North Carolina. Members present: Chairman Jason Tyndall, Vice Chair Gail Gaaney, Randy Simmons, Jason Smith and Tate Naylor. Staff present: Planner Deborah Jacobs, Senior Planner Michelle Lance and County Attorney Paul Allen

Chairman Jason Tyndall called the meeting to order and led the Pledge of Allegiance. The invocation was given by Randy Simmons.

Minutes and Written Decision Approved

The minutes for January 13, 2025, regular meeting and Written Decision SU24-413 were presented for approval. Tate Naylor made a motion to approve the minutes and Written Decision SU24-413 as presented. The motion was seconded by Randy Simmons and was unanimously approved by the Board.

AYES: Unanimous

New Business

Preliminary Plan Review: Case # SUB24-127; Honeycutt Farms

Landowner: 24 Holdings, LLC

Applicant: Hillard Engineering, PLLC

Parcel ID# 05104398005

Location: Parker Memorial Rd., Herring Township

The applicant is proposing to subdivide 24.5 acres, off Parker Memorial Rd., in the Herring township into 23 single family lots.

Senior Planner Michelle Lance presented the preliminary plan for "Honeycutt Farms." The Board was informed that, in addition to planning staff, the preliminary plan had been reviewed by several other agencies, including Public Works, Environmental Health, NCDOT, and Emergency Services. Mrs. Lance also noted that the Planning Board approved the sketch plan for the subdivision on August 12, 2024, and that after a thorough review of the submitted plan, Staff recommends its approval, as it complies with the Sampson County Subdivision Ordinance and aligns with the Residential Growth designation outlined in the Sampson County Land Use Plan.

Gail Gaaney made a motion to recommend approval of the preliminary plan submitted for "Honeycutt Farms" to the Sampson County Board of Commissioners. The motion was seconded by Jason Smith and was unanimously recommended for approval.

AYES: Unanimous

There being no further business, upon a motion by Jason Smith and seconded by Randy Simmons, the Board voted unanimously to adjourn. AYES: Unanimous

The Planning Board meeting adjourned at 6:17 p.m.

Jason Tyndall, Chairman

Michelle Lance, Secretary

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 4

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input checked="" type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Public Hearing – Naming of Private Roads

DEPARTMENT: Administration - GIS

PUBLIC HEARING: Yes

CONTACT PERSON(S): Jessie Matthews, GIS Coordinator

PURPOSE: To consider public input on the naming of private roads

ATTACHMENTS: Memo, Ad

BACKGROUND:

We have duly advertised a public hearing to receive comments on the recommendations of the Road Naming Committee regarding the names of certain private roads. The Road Naming Committee recommends that PVT 421-5740 be named Snake Dr and that PVT 1118-102 be named Harrells Creek Rd.

RECOMMENDED ACTION OR MOTION:

Motion to name the road as recommended

MEMORANDUM:

TO: Ms. Stephanie Shannon, Clerk to the Board

FROM: Jessie Matthews, GIS Coordinator
Joshua Bloodsworth, GIS Technician

DATE: March 18, 2025

SUBJECT: Private Road Name/Public Hearing Request

The 911 Addressing Committee members have reviewed road name suggestions for the following pending private roads. The Committee's recommendation has been listed below:

PVT 421-5740

Snake Dr

PVT 1118-102

Harrells Creek Rd

This is being forwarded for your review and if you concur, please place this on the Board's agenda for consideration at a public hearing.

Please review and advise.

NOTICE OF PUBLIC HEARING NAMING OF PRIVATE ROADS

The Sampson County Board of Commissioners will hold a public hearing at 6:00 p.m. (or as soon as possible thereafter) on Monday, April 7, 2025 in the County Auditorium, Sampson County Complex Building A, 435 Rowan Road, Clinton NC to consider public input on the naming of the following private roads:

PVT ROAD CODE

PVT 421-5740

PVT 1118-102

PROPOSED NAME

Snake Dr

Harrells Creek Rd

Only those roads listed will be considered at this time.

The Board will also accept written comments until 5:00 p.m. on April 7, 2025 via email at stephanie.shannon@sampsoncountync.gov or via US Mail to Clerk to the Board, 406 County Complex Road, Building C, Clinton, NC 28328. Written comments submitted by members of the public will be read aloud by the Clerk and provided as part of the meeting minutes.

Questions or comments may be directed to the Office of the Clerk to the Board, 406 County Complex Road, Clinton, NC 28328 (tel: 910/592-6308)

**SAMPSON COUNTY
BOARD OF COMMISSIONERS**

ITEM ABSTRACT

ITEM NO. 5

Meeting Date: April 7, 2025	<input type="checkbox"/>	Information Only	<input type="checkbox"/>	Public Comment
	<input type="checkbox"/>	Report/Presentation	<input type="checkbox"/>	Closed Session
	<input checked="" type="checkbox"/>	Action Item	<input type="checkbox"/>	Planning/Zoning
	<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Water District Issue

SUBJECT: Board Appointments

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: No

CONTACT PERSON(S): Eric Pope, Vice Chairman

ATTACHMENTS: Recommendation Letters

BACKGROUND:

Staff recommends that Board Appointments be made as follows:

Commissioner Liaisons –
Sampson County Schools – Lethia Lee
Clinton City Schools – Thaddeus Godwin
Sampson Community College – Eric Pope
Business Community – Houston Crumpler III
Agricultural Community – Allen McLamb and Lethia Lee
Elected Officials Roundtable – Allen McLamb

Trillium South Central Regional Advisory Board – Lethia Lee

Mid Carolina Aging Advisory Council – Leslie Don McCalop, Lenzie Grice, and Dr. Linda Brunson

Older Adults Advisory Board – Ronald Ennis

Fire Commissioner – Allen McLamb

RECOMMENDED ACTION OR MOTION:

Motion to approve the above-named appointees as recommended

Commissioners and County Manager,

Hope this email finds everyone doing well. I would like to wish Commissioner Godwin Happy Birthday. Always good to get another birthday.

I have been thinking about the Liaison committees and would like to give you all my idea.

If for some reason this is not satisfactory, please reach back out to me and we will work something out.

Commissioner Liaison

Sampson County Schools - Lethia Lee

Clinton City Schools - Thaddeus Godwin

Sampson Community College - Eric Pope

Business Community - Chip Crumpler

Agricultural Community - Allen McLamb and Lethia Lee

Elected Officials Roundtable - Allen McLamb

Hope this will fit our needs going forward as we work to grow this county.

Best regards,

Allen McLamb

March 20, 2025

TO: Stephanie Shannon, Clerk to the Board

FROM: Tracy Honeycutt, Area Agency on Aging Director

SUBJECT: Mid-Carolina Aging Advisory Council

The Mid-Carolina Aging Advisory Council recommends Leslie Don McCalop to replace Hazel Colwell, Lenzie Grice to replace Donna Landes and Dr. Linda Brunson to replace Clark Hales on the Aging Advisory Council. Please add to the Commissioner's next agenda.

Thank you for your consideration.