

**RESOLUTION TO ADOPT GENERAL RECORDS RETENTION AND
DISPOSITION SCHEDULE AND ESTABLISH INTERNAL POLICY
SETTING MINIMUM RETENTION PERIOD FOR RECORDS TO BE
DESTROYED WHEN REFERENCE VALUE ENDS**

WHEREAS, The Fayetteville Public Works Commission (PWC), a public authority established pursuant to Session Law 2016-47 (HB 392), is a local government unit subject to Chapters 121 and 132 of the North Carolina General Statutes.

WHEREAS, pursuant to G.S. 121-5 and G.S. 132-8, local governmental entities may only destroy public records with the consent of the Department of Natural and Cultural Resources (DNCR), the Division of Archives and Records (DAR), and retention schedules are the primary means by which that the DAR gives its consent to local governments to destroy their records; and

WHEREAS, DAR has published as of March 1, 2019 a Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies (the Records Schedule); and

WHEREAS, PWC has reviewed and wishes to adopt the Records Schedule for general records, but PWC also recognizes its need for additional records retention and disposition schedules to be developed and adopted to satisfy the requirements of PWC operating as a public authority providing electric, water, and wastewater utilities; and

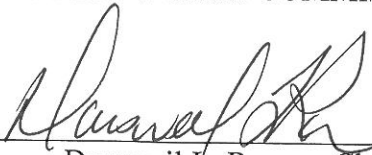
WHEREAS, PWC has determined as an internal policy that the minimum retention period for records subject in the Records Schedule to the disposition instruction “destroy when reference value ends” should generally be one (1) year, but PWC recognizes the potential need from time to time to establish a different retention periods for one or more records series and concludes that the General Manager should be authorized to issue written directives to establish such periods on a case-by-case basis.

THEREFORE, LET IT BE RESOLVED THAT COMMISSIONERS OF THE FAYETTEVILLE PUBLIC WORKS COMMISSION approve and adopt the Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies, a copy of which shall remain on file in the office of the Clerk to The Fayetteville Public Works Commission, and direct that the agreement with the Department of Natural and Cultural Resources for such adoption be executed. Let it be further resolved that Commissioners of The Fayetteville Public Works Commission adopt as the internal policy of the Fayetteville Public Works Commission that the minimum retention period for records subject in the Records Retention and Disposition Schedule General Records Schedule for Local Government Agencies to the disposition instruction “destroy when reference value ends” be one (1) year, except as otherwise provided by the written directive of The Fayetteville Public Works Commission’s General Manager issued on a case-by-case basis. And let it be further resolved that Commissioners of The Fayetteville Public Works Commission direct the Commission’s staff to

work with the DAR to develop additional records retention and disposition schedules specific to the needs of The Fayetteville Public Works Commission operating as a public authority providing electric, water, and wastewater utilities.

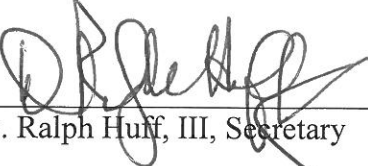
ADOPTED this 10th day of April, 2019,

FAYETTEVILLE PUBLIC WORKS COMMISSION



Darsweil L. Rogers, Chairman

ATTEST:



D. Ralph Huff, III, Secretary