

**TENTATIVE AGENDA & MEETING NOTICE
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, APRIL 5, 2016
8:30 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING
COMMISSIONERS' BOARD ROOM**

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8:30	1	CALL REGULAR MEETING TO ORDER		
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8:35	4	PROPOSED PROCLAMATION ESTABLISHING GREENING MY PLATE MONTH	MR. BILL MORETZ	9
8:40	5	UPDATE ON INDOOR PRACTICE FACILITY AT WATAUGA HIGH SCHOOL	DR. JAY JACKSON	11
8:45	6	W.A.M.Y. COMMUNITY ACTION, INC., COMMUNITY NEEDS ASSESSMENT REPORT	MS. MELISSA SOTO	13
8:50	7	PROJECT ON AGING MATTERS		
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		B. Update on the FY 2016 Senior's Health Insurance Information Program (SHIIP)	MS. ANGIE BOITNOTTE	19
8:55	8	SHERIFF'S OFFICE MATTERS		
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9:00	9	SANITATION MATTERS	MS. HEATHER BOWEN	
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		B. 2016 Anderson Building Roof Replacement Matters		65
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		A. Proposed Resolution Authorizing the Sale of Lot 314 Twin Rivers Development		81
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9:25	14	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
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10:45	18	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

March 1, 2016, Regular Meeting

March 1, 2016, Closed Session

DRAFT

MINUTES
WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, MARCH 1, 2016

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, March 1, 2016, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Jimmy Hodges, Chairman
David Blust, Vice-Chairman
Billy Kennedy, Commissioner
John Welch, Commissioner
Perry Yates, Commissioner
Stacy C. Eggers, IV, County Attorney
Deron Geouque, County Manager
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 8:32 A.M.

Commissioner Yates opened the meeting with a prayer and Commissioner Welch led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Hodges called for additions and/or corrections to the February 16, 2016, regular meeting and closed session minutes as well as the February 22 and 23, 2016, special meeting minutes.

Vice-Chairman Blust, seconded by Commissioner Kennedy, moved to approve the February 16, 2016, regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Vice-Chairman Blust, seconded by Commissioner Kennedy, moved to approve the February 16, 2016, closed session minutes as presented.

VOTE: Aye-5
Nay-0

Vice-Chairman Blust, seconded by Commissioner Yates, moved to approve the February 22 and 23, 2016, special meeting minutes as presented.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Hodges called for additions and/or corrections to the March 1, 2016, agenda.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the March 1, 2016, agenda as amended.

VOTE: Aye-5
Nay-0

PRESENTATION OF SMOKY MOUNTAIN CENTER'S ANNUAL AUDITED FINANCIAL REPORT

Mr. Fred Nirdé, Chief Financial Officer Smoky Mountain LME/MCO, presented and reviewed the Smoky Mountain Center Annual Audited Financial Statements as required by Statute. The report was given for information only.

REQUEST TO RENEW CONTRACT WITH COURTHOUSE COMPUTER SYSTEMS

Ms. Amy Shook, Register of Deeds, presented a proposed contract renewal with Courthouse Computer Systems, Inc., in the amount of \$36,225 which, if approved, would become effective July 1, 2016 through June 30, 2020. The contract remains the same with the exception of a five percent (5%) price increase; however, the new rate of \$36,225 is locked in for the next four (4) years. Ms. Shook stated that the County Attorney had reviewed the contract with Courthouse Computer Systems.

Commissioner Yates, seconded by Commissioner Welch, moved to approve the contract renewal with Courthouse Computer Systems, Inc., as presented by Ms. Shook.

VOTE: Aye-5
Nay-0

REQUEST TO ACCEPT HMGP GRANT

Mr. Steve Sudderth stated that, in August of 2014, the Board approved the submittal of an application to the Hazardous Mitigation Grant Program (HMGP) for funding for the demolition and removal of a home located at 131 Morningside Drive in Boone. Several years ago numerous homes located in the area were demolished and removed along Morningside Drive as part of a HMGP project. At that time, the subject property owner was not interested in participating in the project. However, continued flood related issues after the sale of the home has prompted the new owners to request participation in the HMGP. The Town of Boone was not interested in participating in the current application leaving the County the only option for assistance and relief for the home owner. County Manager Geouque stated that staff planned to continue to work with the Town for possible incorporation into the existing lots already mitigated.

Mr. Sudderth stated that the total cost of the project is \$215,874 including a required match of \$53,968.50, which will be paid by the State. The only cost to the County will be staff time and maintenance (mowing/weed eating) of the property once the project is completed.

Commissioner Yates, seconded by Commissioner Welch, moved to accept the grant from the Hazardous Mitigation Grant Program (HMGP) in the amount of \$215,874 with the required match of \$53,968.50 to be paid by the State.

VOTE: Aye-5
Nay-0

REQUEST TO SURPLUS EQUIPMENT

Ms. Pierce requested to surplus County property, a 2007 Case Wheel Loader, and approve disposal by electronic auction on GovDeals. This approval is necessary as we anticipate the sale price on the truck will exceed the County resolution allowing the County Manager to approve surplus under \$30,000.

Commissioner Yates, seconded by Commissioner Kennedy, moved to surplus the 2007 Case Wheel Loader and to approve disposal by electronic auction on GovDeals.

VOTE: Aye-5
Nay-0

COUNTY ATTORNEY UPDATE

County Manager Geouque asked the County Attorney to give an update regarding the status of the Board of Adjustment ruling in the asphalt plant permit appeal by Hampton/Maymead.

The County Attorney stated that a draft of the written decision of the Board of Adjustment had been received for review; however he did not anticipate a decision being filed by next week.

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Boards and Commissions

Watauga Medical Center Board of Trustees

County Manager Geouque stated that the Watauga Medical Center Board of Trustees had recommended Mrs. Kim Miller and Ms. Jan Winkler for reappointment and Mr. Kent Tarbutton for appointment as Board Trustees. Each of their terms would be effective January 1, 2016, through December 31, 2018. Staff contacted the Medical Center Administration regarding the volunteer application received from Ms. Michaela Hastings Haas, who expressed interest in serving on this Board. Medical Center staff stated that the Board of Trustees would not meet again until March 24 but the Nominating Committee was in the process of scheduling a conference call.

Vice-Chairman Blust stated that, in the interim, Ms. Haas has agreed to serve on the Medical Center’s Foundation Board.

Commissioner Yates, seconded by Commissioner Welch, moved to reappoint Mrs. Kim Miller and Ms. Jan Winkler and appoint Mr. Kent Tarbutton to the Watauga Medical Center Board of Trustees with each of their terms to expire December 31, 2018.

VOTE: Aye-5
Nay-0

Personnel Advisory Committee

County Manager Geouque stated that the Watauga County Personnel Ordinance established a Personnel Advisory Committee which is comprised of five (5) persons designated by the Board, authorized to hear employee grievances, and recommend decisions to the appointing authority. The Committee consists of one (1) Commissioner, one (1) department head and three (3) non-supervisory regular employees. Current members of the Personnel Advisory Committee are as follows:

<u>Employee</u>	<u>Position</u>
Ms. Angie Boitnotte	Department Head
VACANT	Regular Employee
Mr. John Spear	Regular Employee
Ms. Amy Parsons	Regular Employee
Mr. Jimmy Hodges	County Commissioner
Ms. Regina Houck	Alternate Member

Mr. Brandon Saunders position is now vacant as he is no longer employed with the County. Staff recommends appointing Ms. Regina Houck as the Regular Employee member and appointing Derrick Ellison as the new Alternate Member.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to appoint Ms. Regina Houck to the regular employee position and appoint Mr. Derrick Ellison as the alternate member.

VOTE: Aye-5
Nay-0

B. Announcements

County Manager Geouque announced that the Board of Commissioners meeting scheduled for Tuesday, March 15, 2016, was rescheduled to Thursday, March 17, 2016, due to the Board Room being an official polling place for the March 15, 2016, primary election. In light of the County Attorney’s update on the Board of Adjustment hearing status, the County Manager stated that staff recommends cancelling the second meeting in March.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to cancel the second regularly scheduled Board meeting in March.

VOTE: Aye-5
Nay-0

PUBLIC COMMENT

The following shared comments:

- Mr. Louis Zellar, representing the Blue Ridge Environmental Defense League regarding the racetrack off of Roby Greene Road and the County’s Noise Ordinance
- Ms. Anne Ward regarding the recent Board of Adjustment hearing
- Mr. Chip Williamson regarding the recent Board of Adjustment hearing

CLOSED SESSION

At 9:12 A.M., Commissioner Kennedy, seconded by Commissioner Welch, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5
Nay-0

Commissioner Kennedy, seconded by Commissioner Welch, moved to resume the open meeting at 10:00 A.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Kennedy, seconded by Commissioner Welch, moved to adjourn the meeting at 10:00 A.M.

VOTE: Aye-5
Nay-0

Jimmy Hodges, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE APRIL 5, 2016, AGENDA

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AGENDA ITEM 4:

PROPOSED PROCLAMATION ESTABLISHING GREENING MY PLATE MONTH

MANAGER'S COMMENTS:

Mr. Bill Moretz will request the Board to proclaim the month of April 2015 as Greening My Plate Month. The purpose of the proclamation is to bring awareness to the benefits of locally grown fruits and vegetables and recognize and celebrate the farmers who provide this produce.

Board action is requested to adopt the proclamation as presented.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA



**Greening My Plate Month
Proclamation**

WHEREAS, purchasing local food supports local farm families and food producers who contribute to our community; and

WHEREAS, fresh, locally produced food is best for the health of our citizens; and

WHEREAS, building a local food system enhances the food security of our community; and

WHEREAS, supporting local family farms preserves genetic diversity, important for the future of the human race.

NOW, THEREFORE, BE IT PROCLAIMED that the Watauga County Board of Commissioners thereby proclaims the month of April, 2016, as Greening My Plate Month, throughout which spring and our growing season will be celebrated through a variety of community events.

ADOPTED this the 5th day of April, 2016.



Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

AGENDA ITEM 5:

UPDATE ON INDOOR PRACTICE FACILITY AT WATAUGA HIGH SCHOOL

MANAGER'S COMMENTS:

Mr. Jay Jackson will update the Board regarding the indoor practice facility to be located at the Watauga High School. Staff understands that Mr. Jackson's group has updated the School Board on the proposed facility. The group has indicated their desire for monetary support from the County Commissioners and the School Board. The initial request is \$50,000 from both the County Commissioners and School Board.

The report is for information only; therefore no action is required at this time.

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AGENDA ITEM 6:

W.A.M.Y. COMMUNITY ACTION, INC., COMMUNITY NEEDS ASSESSMENT REPORT

MANAGER'S COMMENTS:

Ms. Melissa Soto, WAMY Executive Director, will share with the Board the results of a recently completed comprehensive community needs assessment.

The report is for information only; therefore no action is required at this time.

Community Needs Assessment Survey Results

Watauga	56%
Avery	13%
Mitchell	10%
Yancey	19%
Total # of Surveys	214

- Habitat for Humanity
- DSS
- HUD
- Health Department
- Children’s Council
- Hunger and Health Coalition
- Hospitality House
- Avery YO!
- WAMY Total Family Development Program
- WAMY Weatherization Program
- library patrons
- human and health services agency employees
- Rotary Club members

BASIC NEEDS

- 13% reported access to sufficient amount of food daily as a primary problem for their household
- 10% reported access to basic toiletry items daily (i.e. toilet paper, toothbrush/paste, feminine hygiene products) as a primary problem for their household

Primary sources of food

Grocery stores	67%
Food Banks	13%
Farmer’s Markets	6%
Natural Food Stores	5%

Food Stamps	29%
Food Banks	17%
Churches	7%
Free/Reduced Breakfast or Lunch	7%

Primary sources of help with food

HOUSING

Current housing situations

Permanent owned housing	57%
Permanent rented housing	24%
Subsidized housing	7%
Homeless or severely substandard housing	5%

- 95% reported feeling safe in their home and their community because of:
 - Neighbors; Community
 - Safety; Security; Crime Rates
 - Adequate, Sufficient Housing
- A majority of those who reported “I don’t know” also reported living in permanent owned housing
- Those reported identifying as low-income often reported “extremely hard”

Difficulty finding affordable housing

I don’t know	42%
Extremely Hard	24%
Somewhat Hard	22%

TRANSPORTATION

- 86% report currently have reliable transportation
- Those who reported unreliable transportation exclusively walked or utilize public transportation
- Interviewees report poor public transportation in Mitchell and Yancey counties
- Caldwell Community College students reported Appalcart transportation problems because of differing schedules with ASU

Personal Automobile	82%
Appalcart/Bus	6%
Carpooling	7%
Walking	4%

Primary forms of transportation

HEALTH

- On a scale of 1-7 (very poor to very healthy), 78% rated their current health anywhere between 4 and 7
- 18% reported “very poor” dental health
- 42% reported not seeking medical attention when needed at least once in the past 12 months because of:
 - 43% “costs too much”
 - 30% “no insurance”
 - 5% “nervous about experience”
 - 5% “too many other purchases”

Community Strengths:

- Members of all counties reported high levels of support from churches for individual community members
- Existing childcare resources viewed very positively
- Watauga county residents reported high levels of human service agencies and resources
- School system in Yancey county reported as strong asset, particularly Mayland Community College
- ASU viewed as resource for Watauga county
- Quality of existing healthcare is reported as “strong and helpful”
- Supportive law enforcement

Community Areas of Growth:

- Yancey county residents identified lack of visibility of services currently in county
 - Community residents need services, but do not know of their existence or where to go
- Public transportation reported as issue related to unemployment in Mitchell and Yancey counties
- Employment beyond tourism in Watauga county seen as area of growth
- Appalcart routes for residents living outside of town limits
- Lack of gas assistance/car repair assistance
- Affordable and accessible childcare seen as large issue
 - Childcare for parents seeking advanced education
 - Not enough openings and very long waitlists for current childcare options

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AGENDA ITEM 7:**PROJECT ON AGING MATTERS*****A. Senior Community Service Employment Program Request*****MANAGER'S COMMENTS:**

Ms. Julie Wiggins, High Country Area Agency on Aging, will present a request for the Board to participate in the Senior Community Service Employment Program (SCSEP). The program subsidizes employment for individuals 55 years of age and older who are within the 125% of the federal poverty level. The County has previously had workers from the program. The program would require a \$5,460 local match. The match would leverage five (5) workers for placement in the County. There is no guarantee that all of the workers would be placed with the County but there is a strong potential for at least two to three of the workers to be placed with the County. However, even if the workers were not specifically placed with the County departments, they would still be serving the community. The value of that placement would range from \$14,000 to \$21,000 exceeding the local match requirement.

Board action is required to authorize the participation in the Senior Community Service Employment Program (SCSEP) and allocate the \$5,460 local match to come from the administrative contingency fund.

Anita.Fogle

To: Deron.Geouque
Subject: RE: SCSEP-Senior Community Service Employment Program

From: Julie Wiggins [<mailto:jwiggins@regiond.org>]
Sent: Thursday, March 24, 2016 12:10 PM
To: Deron.Geouque
Subject: SCSEP-Senior Community Service Employment Program

Deron,

Thank you very much for meeting with me this morning about SCSEP. I look forward to presenting to the county commissioners on April 5 at 8:30. I've provided a more in-depth description of the program below.

SCSEP aims to subsidize employment for individuals 55 years of age and older who are within 125% of the federal poverty level (\$14,000 per year for an individual household) in government and non-profit work settings. Watauga County has been assigned 5 workers by the potential granting agency (Senior Services America). The value of each worker is over \$7,000 per year, or over \$35,000 for 5 workers. The Area Agency on Aging is seeking the program's required match from the counties. While we cannot guarantee that workers would be placed in county agencies, it is very likely that the county would be a host agency to one or more participants, as the county is a main source of employment. If two or three of the five workers are placed in a county-run agency, the value to the county would be \$14,000-21,000, compared the requested match is \$5,460. The return on investment would then be anywhere from \$8,540 to \$15,540.

Furthermore, the county would be a key stakeholder in helping identify and place participants in collaboration with the program's regional coordinator. To begin the program (which would likely begin July 1, 2016), the regional coordinator would meet with the county's key stakeholders to identify employment opportunities and would then recruit participants to fulfill those needs.

Finally, the host agencies would not be responsible for payroll or any of the program's paperwork. The regional coordinator, housed in the High Country Council of Governments, would be responsible for ensuring payment and all necessary reporting to the granting agency.

Please do not hesitate send me any questions. I look forward to our continued conversations regarding the program.

Sincerely,
 Julie

Julie Wiggins, Director

468 New Market Blvd.
 Boone, NC 28607
 828-265-5434 x122
 highcountryaging.org



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AGENDA ITEM 7:

PROJECT ON AGING MATTERS

B. Update on the FY 2016 Senior's Health Insurance Information Program (SHIIP)

MANAGER'S COMMENTS:

Ms. Angie Boitnotte, Project on Aging Director, will update the Board on the Senior's Health Insurance Information Program (SHIPP) and the benefits it has achieved this current fiscal year.

The report is for information only; therefore no action is required at this time.



Watauga County Project on Aging

132 Poplar Grove Connector, Suite A • Boone, North Carolina 28607

Website: www.wataugacounty.org/aging angie.boitnotte@watgov.org

Telephone 828-265-8090 Fax 828-264-2060 TTY 1-800-735-2962 Voice 1-800-735-8262 or 711

MEMORANDUM

TO: Deron Geouque, County Manager

FROM: Angie Boitnotte, Director

DATE: March 24, 2016

SUBJ: Request for Board of Commissioners' Consideration – Update on the FY 2016 SHIIP Grant

The Project on Aging received a grant this year from the Senior's Health Insurance Information Program (SHIIP) which is a division of the North Carolina Department of Insurance, in the amount of \$3,051. The funds are to be used to conduct outreach events, provide open enrollment for Medicare Part D, coordinate a volunteer recognition event, provide counseling clinics, expand Low Income Subsidy (LIS) outreach and enrollment, and to cover the cost of the SHIIP Coordinator's attendance at the SHIIP Coordinator's Training Conference.

I wanted to take the opportunity to provide the Commissioners with information regarding what the SHIIP program has accomplished so far this fiscal year, with the support of Watauga County and the SHIIP grant. Please see the attached information prepared by Jennifer Teague, Watauga County SHIIP Coordinator.

SHIIP (Seniors' Health Insurance Information Program)

As of March 9, 2016

Jennifer Teague – Watauga County SHIIP Coordinator

- Grant requirements include
 - Conduct a minimum of seven dedicated enrollment events (1 must be to the disability population)
 - Coordinate a county volunteer recognition event
 - Submit client counseling contact and public & media outreach forms
 - Provide outreach to 50% of the county's total population for activity events; outreach has included:
 - Presentations to social workers at the hospital, DSS and other area agencies
 - Enrollment outreaches to High Country Community Health, High Country Community Care Clinic and the Hunger and Health Coalition
 - Medicare Informational Session at Appalachian Brian Estates and trainings at the Senior Center
 - Presentations to local churches and civic groups
 - Outreach through newspapers, radios and social media
 - Counsel at least 5% of the county's Medicare population
 - In 2015, our Medicare population was 8,226
 - 5% of that group = 411 individuals
 - As of 3/9/16 we have counseled 515 individuals
 - Approx. 400 were between the ages of 65-74
 - 2/3 were female
 - 25% were low income and eligible for assistance programs such as extra help and the Medicare savings program
 - Represent SHIIP at a minimum of 2 health fairs/senior fairs, etc
 - Conduct at least 2 presentations of Medicare 101 and Medicare education to a disability group or low income eligible group
 - Participate in SHIIP conference calls.

- With the help of 7 volunteers we have provided over 350 hours of Medicare support

- In 2015, we had a cost savings for Medicare beneficiaries in Watauga County of **\$219,488**

- This is a phenomenal program that helps those who have been on and are new to Medicare. I am proud to be the SHIIP coordinator for Watauga County and I am very proud of the work provided by the SHIIP volunteers

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AGENDA ITEM 8:

SHERIFF'S OFFICE MATTERS

A. Proposed Solicitation Ordinance

MANAGER'S COMMENTS:

Sheriff Hagaman will present a draft ordinance regulating panhandling in the County. Prior discussions were held regarding the various ways that panhandling could be managed. County Attorney Eggers stated that panhandling could not be banned but could be regulated. The County Attorney also stated that, if permits were included as a solution, the County would be protected against liability under governmental immunity. The County Attorney also stated that if a penalty was established; it could be a monetary fine or a misdemeanor with a citation or arrest.

The Board may wish to schedule a public hearing, work session, or joint meeting with the Sheriff and staff. A public hearing is required prior to the adoption of the ordinance.

Staff seeks direction from the Board.

**NORTH CAROLINA
WATAUGA COUNTY**

ORDINANCE TO REGULATE SOLICITATION

ARTICLE I. PURPOSE

WHEREAS, the Board of Commissioners for the County of Watauga, North Carolina wishes to prevent fraud and crime upon its citizens and those visiting and working in Watauga County;

WHEREAS, the Board of Commissioners for the County of Watauga, North Carolina finds that the in-person impromptu sale or offering for sale of goods and/or services and the in-person impromptu solicitation of funds from the public presents opportunities for fraud and crime;

WHEREAS, the Board of Commissioners for the County of Watauga, North Carolina wishes to preserve free speech for all persons;

WHEREAS, the Board of Commissioners for the County of Watauga, North Carolina wishes to narrowly tailor this Ordinance to prevent fraud and crime, and not to suppress constitutionally protected speech;

WHEREAS, the Board of Commissioners for the County of Watauga, North Carolina wishes to promote the health, safety, and general welfare of its citizens;

THEREFORE, the Board of Commissioners for the County of Watauga, North Carolina hereby adopts the following Ordinance:

ARTICLE II. AUTHORITY

This Ordinance is enacted pursuant to the powers granted to Watauga County by North Carolina Gen. Stat. §§ 153A-121 and 153A-123.

ARTICLE III. JURISDICTION

Pursuant to North Carolina Gen. Stat. § 153A-122, this Ordinance shall apply to all areas of unincorporated Watauga County which are not within the corporate limits of any municipality.

ARTICLE IV. DEFINITIONS

The following definitions apply:

Appeal: The process of contesting the denial or revocation of a Permit.

Application: An application for a Permit.

Applicant: A person who applies for a Permit.

Citation: A written notice issued by a law enforcement official to any person who violates this Ordinance.

County Manager: The County Manager of Watauga County, North Carolina, or his or her designee.

False Statement of Material Fact: An affirmative statement, written or oral, that is untrue or misleading. A False Statement of Material Fact includes, but is not limited to, statement(s) regarding the scope or quality of goods or services offered by the Solicitor, statement(s) that the Solicitor represents a group or charity, statement(s) that a Solicitor is a veteran of the United States Military, or statements regarding family or housing status. A False Statement of Material Fact also includes wearing an identification, badge, emblem, uniform, or symbol that a reasonable person would believe identifies the Solicitor as part of, or as acting on behalf of, any group or charity when the Solicitor is not in fact part of, or acting on behalf of, the identified group or charity.

Hearing: An in-person proceeding to contesting the denial or revocation of a Permit, during which the Applicant may give testimony and present evidence.

Notice of Denial: Written notice that a Permit has been denied.

Notice of Appeal Rights: A written notice of the Applicant's right to appeal the denial or revocation of a Permit, to whom the appeal should be made, and the time limit for making an appeal.

Ordinance: The Watauga County Ordinance to Regulate Solicitation.

Permit: A Written Permit issued by the Sheriff granting the Applicant the right to Solicit.

Permit Holder: A person to whom a Permit is issued.

Solicit: In person use of the spoken, written, or printed word, or other acts conducted with the purpose of selling or offering for sale goods or services or collecting contributions of money or goods.

Solicited Individual: A person whom a Solicitor attempts to Solicit.

Solicitor: A person who Solicits.

Sheriff: The Sheriff of Watauga County, North Carolina, or his or her designee.

Time: In computing any period of time under this Ordinance, the day of the act shall not to be included.

Violation: A violation of this Ordinance.

Warning Citation: A citation given as a warning. A Warning Citation does not subject the Solicitor to penalties resulting from a violation of this Ordinance.

ARTICLE V. ADMINISTRATION

The Watauga County Sheriff’s Office is responsible for the administration of the provisions of this Ordinance.

ARTICLE VI. SCOPE OF PERMITTED ACTIVITY

A. Permit Required.

It shall be a Violation of this Ordinance for any person to Solicit upon the streets or any other public property, or upon private property without the permission of the owner, proprietor, or person in control of said private property without first obtaining a Permit from the Watauga County Sheriff’s Office.

B. False Statements.

It shall be a Violation of this Ordinance for any Solicitor to make a False Statement of Material Fact for the purpose of Solicitation.

C. Exempt Activity.

This Ordinance shall not apply to transactions between family members or mutual acquaintances; or any matter that is not Soliciting, as defined herein.

D. Possession of Permit.

A Permit Holder shall keep his or her Permit in his or her possession when Soliciting and shall exhibit his or her Permit when requested to do so by any Solicited Individual or any law enforcement officer.

E. Permit Not Transferrable.

Permits are not transferrable. It shall be a Violation to give a Permit to another person, or to possess a Permit issued to another person unless the person receiving or possessing the Permit of another is the parent, step-parent, or guardian of the Permit Holder, or is acting at the request of a parent, step-parent, or guardian of the Permit Holder.

ARTICLE VII. PERMIT ISSUANCE

A. Sheriff Shall Issue Permit.

The Sheriff shall issue a Permit, or a Temporary Permit, as appropriate, to each Applicant who meets the requirements of this Ordinance.

B. Permit Application Procedure.

The Application shall be on a form issued by the Sheriff, signed by the Applicant and witnessed by the Sheriff, and shall set forth the following information:

1. The Applicant's first and last names and middle initial;
2. The Applicant's date of birth;
3. The Applicant's contact information;
4. The Applicant's emergency contact information;
5. A brief description of the activity to be conducted, including, if applicable, any items or services to be sold or offered for sale; and
6. If the Applicant is soliciting on behalf of a group or charity, the name and address of the group or charity;

The Applicant's contact information may include any of the following:

1. An address serviced by the United States Postal System;
2. An email address;
3. A telephone number(s); or
4. Any information that the Sheriff may reasonably use to contact the Applicant.

The Applicant's emergency contact information may include any of the following:

1. An address serviced by the United States Postal System;
2. An email address;
3. A telephone number(s); or
4. Any information that the Sheriff may reasonably use to contact the emergency contact person(s) specified by the Applicant.

C. Identification Required.

The Applicant shall present identification. Any valid government-issued photo identification shall be deemed sufficient. If the Applicant does not possess valid government-issued photo identification, the Applicant may present other documentation that reasonably establishes his or her identity.

D. Sheriff to Keep Record of Identification.

The Sheriff shall make a black and white copy of the Applicant's identification and keep the same on file. If the Applicant does not possess valid government-issued photo identification, the Applicant shall allow himself or herself to be photographed by the Sheriff. The Sheriff shall keep the photograph on file.

E. Identification if the Applicant is a Minor.

If the Applicant is a minor and does not possess valid government-issued photo identification, he or she may present a valid photo identification, non-photo identification, or other documentation from any public or private school, including a home school, recognized by any state in the United States of America that reasonably establishes his or her identity.

F. Criminal Background Check. The Sheriff shall perform a criminal background check on all Applicants.

G. Applicant Shall Provide Sufficient Information. The Applicant shall provide his or her first and last name, middle initial, and date of birth. If this information is deemed insufficient by the Sheriff, the Applicant shall provide additional information sufficient to allow the Sheriff to conduct a criminal background check. If the Applicant does not provide sufficient information to allow the Sheriff to conduct a criminal background check, the Sheriff shall deny a Permit or a Temporary Permit.

H. Applicant May Provide Social Security Number. To reduce the potential for confusion when running a criminal background check, the Applicant may choose to provide his or her Social Security Number. The Applicant's provision of his or her Social Security Number is optional, and shall not be required. However, if the Applicant cannot provide sufficient information other than his or her Social Security Number to allow the Sheriff to conduct a criminal background check, and the Applicant elects not to provide his or her Social Security Number, then the Sheriff shall deny a Permit or a Temporary Permit.

I. No Permit Fee.
No Applicant shall be charged a fee for a Permit.

J. Lost Permit.
If an Applicant loses a Permit, he or she may apply for a new Permit.

K. Assistance with Application.
The Sheriff shall provide reasonable assistance completing the Application to any person who requests the same.

L. List of Volunteers.
The Sheriff shall maintain a list of organizations and/or volunteers, along with their contact information, who have asked the Sheriff to be put on a list of organizations and/or volunteers willing to assist Applicants free of charge. If the Sheriff is unable to provide the assistance needed by the Applicant, the Sheriff shall give a copy of the list to the Applicant.

M. Temporary Permit.
All Applicants who present a properly completed Application shall be issued a Temporary Permit. A Temporary Permit shall be good for fourteen (14) calendar days. A Temporary Permit shall state the date upon which it is granted, and the date upon which it expires.

N. Extension of Temporary Permit.
If the Sheriff has neither issued a Permit nor denied a Permit Application by the

time a Temporary Permit expires, the Sheriff shall issue another Temporary Permit.

O. Permit Expiration.

A Permit shall be valid for one (1) year from the date of issuance. A Permit shall state the date upon which it is granted, and the date upon which it expires.

ARTICLE VIII. PERMIT DENIAL AND REVOCATION

A. Permit Denial.

A Permit shall be denied if the Applicant has:

1. Failed to properly complete an Application;
2. Made a False Statement of Material Fact on his or her Application; or
3. Been convicted or has entered a plea of guilty or no contest upon which final judgment has been entered by a court of competent jurisdiction in this State, or any other state, involving a crime of violence, theft, larceny, dishonesty, fraud, false pretenses, or a sexual offense within ten (10) years if the offense was a felony, or within three (3) years if the offense was a misdemeanor.

B. Permit Revocation.

If a Permit Holder commits a Violation, the Sheriff shall revoke the Permit Holder's Permit. Upon notice of revocation, the Permit Holder shall immediately surrender the Permit to the Sheriff.

If a Permit is revoked for any reason, the Permit Holder shall not be eligible for a Permit for the following time periods:

1. Upon the first revocation, for one (1) month;
2. Upon the second revocation, for six (6) months; and
3. Upon the third revocation, for one (1) year.

C. False Statements. Any Applicant who makes a False Statement of Material Fact on an Application shall be guilty of violating this Ordinance, shall not be issued a Permit, and shall not be eligible for a Permit for a period of one (1) year from the initial date of application.

D. Notice of Denial.

If a Permit is denied, the Sheriff shall issue a Notice of Denial to the Applicant, which shall contain the following:

1. The reason(s) for the denial;
2. The applicable section of this Ordinance used as a basis for the denial;
3. A Notice of Appeal Rights; and
4. How to obtain a copy of this Ordinance, including that the Applicant may obtain a free copy of this Ordinance from the Sheriff.

It shall be the duty of the Applicant to maintain a valid address with the Watauga County Sheriff's Office for purpose of receiving notice pursuant to this ordinance.

Notice of Denial shall be sufficient if given to the Applicant in one (1) of the following manners:

1. By U.S. Mail, at the address shown on the Application;
2. If the Applicant does not provide an address serviced by the United States Postal Service; then by electronic mail, at the electronic mail address shown on the Application;
3. If the Applicant does not provide a U.S. Mailing address, an electronic mail address; then
4. If the Applicant does not provide an address serviced by the United States Postal Service or an electronic mail address, service may be effectuated at the address listed by the applicant in his paperwork by any reasonable method.

ARTICLE IX. APPEAL OF DENIAL OR REVOCATION

A. Appeal to Sheriff. Any Applicant may appeal the denial or revocation of a Permit to the Sheriff within ten (10) business days after the denial or revocation by notifying the Sheriff in writing or in person at the office of the Sheriff. The Sheriff shall schedule a Hearing with the Applicant, which hearing shall take place within two (2) business days. The Applicant may give testimony and present evidence at the hearing. The Sheriff shall issue a written decision within two (2) business days of the hearing.

If the Sheriff designates a person to hear the Appeal, the Sheriff shall appoint a person to hear the Appeal who is not the same person who initially denied or revoked the license, and who is not supervised by the person who initially denied or revoked the license.

B. Appeal to County Manager.

Any Applicant may appeal a Decision of the Sheriff to the County Manager within ten (10) business days after the Sheriff's Decision is issued by delivering a written notice of appeal to the County Manager. The County Manager shall schedule a Hearing with the Applicant, which hearing shall take place within five (5) business days. The Applicant may give testimony and present evidence at the hearing. The County Manager shall issue a Final Decision within five (5) business days.

C. Appeal to District Court.

Any Applicant may appeal a Final Decision of the County Manager by filing an appeal in District Court within thirty (30) calendar days after the Final Decision of the County Manager.

D. Providing Copy of Ordinance.

The Sheriff shall provide to each Applicant one (1) copy of this Ordinance without charge upon the Applicant's written or verbal request.

ARTICLE X. PROHIBITED CONDUCT.

A. No person shall engage in Solicitation as defined herein without first having obtained a permit as set forth herein.

B. It shall be unlawful for any person within the jurisdiction set forth in this Ordinance to engage in any of the following activities:

1. Engage in Solicitation after a permit has been revoked or denied;
2. Use any words or language of a profane, vulgar, lewd, lascivious or indecent character, nature, or connotation;
3. Use any words or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse, or dependent or physical injury to the property of any person;
4. To follow or request repeatedly, whether or not conversation ensues, for the purpose of abusing, annoying, threatening, terrifying, harassing or embarrassing any person for financial gain;
5. To knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, criminal conduct, veteran status or housing status for financial gain.

ARTICLE XI. ENFORCEMENT

A. Warning Citation.

The Sheriff shall issue one (1) Warning Citation to any person Soliciting without a Permit in violation of Section X.A of this Ordinance. If, after receiving one (1) Warning Citation, the Sheriff again finds the person Soliciting without a Permit, the Sheriff may proceed with penalties as set forth herein. Nothing contained in this section shall limit the sheriff from enforcement of an action in violation of the requirements of the permit or other conduct as set forth herein.

B. Penalties.

Violation of this Ordinance shall be a Class 3 Misdemeanor. In addition, a violation of this ordinance may be enforced by any one or more of the remedies authorized by North Carolina Gen. Stat. § 153A-123.

ARTICLE XII. MISCELLANEOUS

A. Severability.

Should any portion of this Ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

This Ordinance shall become effective thirty (30) days after its adoption.

This the ____ day of _____, 2016.

BY: _____
Jimmy Hodges, Chairman
Watauga County Board of Commissioners

I, Anita Fogle, Clerk of the Watauga County Board of Commissioners, do hereby attest that the foregoing ordinance was duly adopted by the governing body of Watauga County after lawful public notice and at a regular meeting thereof, a quorum being present.

This the ___ day of _____, 2016.

_____(SEAL)
Anita Fogle,
Clerk to the Board

AGENDA ITEM 8:**SHERIFF'S OFFICE MATTERS*****B. Vehicle Purchase Request*****MANAGER'S COMMENTS:**

Captain Redmon will request the approval of the purchase of two new vehicles to replace ones that have been wrecked or experiencing significant maintenance issues. Funds have been identified in the motor vehicle fuel line item and insurance payments that have been received for vehicles that were totaled at no fault of the Sheriff's Office. Due to the lower fuel costs and estimating the amount required to complete the fiscal year staff is comfortable utilizing these funds to procure the necessary vehicles.

Board approval is required to authorize the purchase of two (2) new 2016 Ford Police Interceptor AWD SUVs in the amount of \$65,758 including taxes, tags, and full outfit of the vehicles.



WATAUGA COUNTY SHERIFF'S OFFICE

184 HODGES GAP ROAD
BOONE, NORTH CAROLINA 28607
(828) 264-3761 • FAX (828) 263-5345

LEN D. HAGAMAN, JR.
SHERIFF




To: County Manager, Mr. Deron Geouque
From: Captain Kelly Redmon
Ref: Vehicle Purchase

The Watauga County Sheriff's Office would like to purchase 2 new 2016 Ford Police SUV's. We have identified surplus funds in the 15-16 FY budget that will cover the cost of these vehicles. As you know, vehicle breakdowns have historically been an issue and the additional replacement vehicle will help keep cost down in the future.

The vehicle pricing will piggyback on the initial purchase earlier this year.

2016 Ford Police Interceptor- SUV AWD	\$26,166.00
Emergency Equipment &- Installation	\$ 5,644.00
Tax & Tag	\$ 800.00
Graphics-	<u>\$ 254.00</u>
	\$32,864.00
	X 2
	\$65,758.00

WATAUGA COUNTY
ADMINISTRATIVE BUDGET AMENDMENT
REQUEST FORM



DEPARTMENT HEAD'S SIGNATURE

TO: COUNTY MANAGER

FROM: Watauga Cty. Sheriff's Office

REQUESTING DEPARTMENT

DATE: 03-21-2016

Per Budget Ordinance, Section XII A & B, please authorize the following administrative budget amendment..

Account Number	Account Description	Increase by:	Decrease by:
10-4310-425100	Motor Fuel & Lubricants		53,781
10-4310-454000	Capital Outlay-Vehicles	53,781	
TOTALS		53,781	53,781

Justification/Explanation:

With the overage in the fuel line would like to purchase 2 more vehicles which would cut down on repair costs.

- Approved _____
- Disapproved _____

- Board of Commissioners
- Requesting Department
- Finance Department

03/21/2016 15:10
 Barbara.Payne

WATAUGA COUNTY
 G/L ACCOUNT - MASTER INQUIRY

P 1
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Org code: 104310 SHERIFF'S DEPT Type: E
 Object code: 454000 CAPITAL OUTLAY-VEHICLES Status: A
 Project code: Budgetary: Y

Fund 10 GENERAL FUND
 Organization 4310 SHERIFF'S DEPT
 UNKNOWN
 UNKNOWN
 UNKNOWN
 UNKNOWN
 UNKNOWN

Full description: CAPITAL OUTLAY-VEHICLES Short desc: VEHICLES
 Reference Acct: Auto-encumber? (Y/N) N

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	.00	.00	.00
01	.00	.00	.00	20,218.37
02	.00	.00	.00	20,218.33
03	.00	185,939.89	.00	20,218.33
04	999.50	41,229.74	.00	20,218.33
05	.00	.00	41,610.00	20,218.33
06	159,347.85	-157,000.14	.00	20,218.33
07	40,412.32	-40,412.31	1,000.00	20,218.33
08	28,990.93	-28,865.11	.00	20,218.33
09	.00	.00	.00	20,218.33
10	.00	.00	.00	20,218.33
11	.00	.00	.00	20,218.33
12	.00	.00	.00	20,218.33
13	.00	.00	.00	.00
Tot:	229,750.60	892.07	42,610.00	242,620.00

	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
Actual (Memo)	229,750.60			200,010.00
Encumbrances	892.07			42,610.00
Requisitions	.00			.00
Total	230,642.67			.00
Available Budget	11,977.33			.00
Percent Used	95.06			242,620.00
Inceptn to SOY	.00			.00
				Inceptn Revsd Bud .00
Encumb-Last Yr	.00			DEPT.REQ. 200,010.00
Actual-Last Yr	.00			ADMN. REC. 200,010.00
Estim-Actual	200,010.00			BOARD APP. 200,010.00
	.00			.00
				.00

03/21/2016 15:10
 Barbara.Payne

WATAUGA COUNTY
 G/L ACCOUNT - MASTER INQUIRY

P 2
 glactinq

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	.00	.00
01	.00	.00	13,750.00
02	.00	.00	13,750.00
03	.00	153,149.25	13,750.00
04	128,774.65	-128,774.65	13,750.00
05	.00	7,599.00	13,750.00
06	5,201.36	-5,212.25	13,750.00
07	26,726.35	-26,761.35	13,750.00
08	199.46	.00	13,750.00
09	.00	.00	13,750.00
10	.00	.00	13,750.00
11	.00	.00	13,750.00
12	.00	.00	13,750.00
13	.00	.00	.00
Tot:	160,901.82	.00	165,000.00

		----- PRIOR YEARS TOTAL AMOUNTS -----		
2015 Actual	160,901.82	2015 Orig Budget	165,000.00	
2015 Closed @ YE	160,901.82	2015 Bud Tfr In	.00	
2015 Encumbrance	.00	2015 Bud Tfr Out	.00	
2015 Memo Bal	160,901.82	2015 C Fwd Budget	.00	
2014 Actual	223,453.68	2015 Revsd Budget	165,000.00	
2013 Actual	61,239.56			
2012 Actual	58,418.65	2014 Orig Budget	165,200.00	
2011 Actual	169,806.68	2014 Revsd Budget	225,472.42	
2010 Actual	.00	2013 Orig Budget	120,000.00	
2009 Actual	186,802.32	2013 Revsd Budget	125,300.00	
2008 Actual	209,520.40			
2007 Actual	158,199.60	2015	0.00	
2006 Actual	.00	2014	0.00	
		2013	0.00	

		----- FUTURE YEAR AMOUNTS -----		
PER	2017 BUDGET		BUDGET	
00	.00	2017 DEPT.REQ.	.00	.00
01	.00	2017 ADMN. REC.	.00	.00
02	.00	2017 BOARD APP.	.00	.00
03	.00	2017	.00	.00
04	.00	2017	.00	.00
05	.00	2017 Revised	.00	.00
06	.00	2018 Estimate	.00	.00
07	.00	2019 Estimate	.00	.00
08	.00	2020 Estimate	.00	.00
09	.00	2021 Estimate	.00	.00
10	.00			
11	.00	2017 Memo Bal	.00	
12	.00	2017 Encumbrance	.00	
13	.00	2017 Requisition	.00	
Tot:	.00			

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by Barbara Payne **

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AGENDA ITEM 9:

SANITATION MATTERS

A. Proposed Community Pride Week Proclamation

MANAGER'S COMMENTS:

Ms. Heather Bowen, Recycling Coordinator, will present a proposed proclamation declaring Monday, May 9 through Saturday, May 14, 2016, as Community Pride Week in Watauga County. The event is conducted each year by Sanitation staff and has proved to be very popular with the County's citizens.

Board action is required to proclaim the week of May 9 through May 14, 2016, as Community Pride Week.

Watauga County
Sanitation Department
Recycling Office

Memo

To: Deron Geouque
From: Heather Bowen
cc: JV Potter, Donna Watson
Date: March 24, 2016
Re: Permission for Annual Community Pride Week

This is a request for permission to recognize and hold the annual Community Pride Week on the week of May 9th through May 14th 2016. Community Pride Week would be held the same week of our Household Hazardous Waste Day (which will be held on Saturday, May 14th 2016 from 8am-12pm). Community Pride Week is held with the intention of improving our county's appearance by providing residents with free disposal of appliances, tires, furniture, metal, concrete, asphalt (no asphalt shingles), brick, block, rocks, and brush (no stumps).



STATE OF NORTH CAROLINA
COUNTY OF WATAUGA

COMMUNITY PRIDE WEEK PROCLAMATION

May 9th- May 14th 2016

WHEREAS, Watauga County is the beneficiary of an abundance of natural resources, including clean air and water, some of the oldest, most scenic mountains in the world, cascading waterfalls, wildlife, pristine rivers and streams, rolling hills and pastureland; and

WHEREAS, working together to protect and conserve these natural resources is essential to the continued quality of life for the residents of the County; and

WHEREAS, the May 2016 observance of Community Pride Week provides a unique opportunity for individuals and groups to promote and raise awareness of environmental stewardship by setting goals and taking actions to lessen the negative impact on the environment; and

WHEREAS, the goal of Community Pride Week is to improve the appearance and character of Watauga County by removing litter and other debris from roadways, waterways and public and private lands; and

WHEREAS, residents will be allowed to dispose of brush, metal, furniture, appliances, tires, rocks, cement, cement blocks and asphalt at the Watauga County Sanitation Department May 9th - May 14th and dispose of residential household hazardous waste on May 14th for no charge. *(This does not apply to commercial haulers or businesses.)*

NOW, THEREFORE BE IT PROCLAIMED, by the Watauga County Board of Commissioners that May 9th - May 14th, 2016, be declared **COMMUNITY PRIDE WEEK** throughout the County and encourage all County residents to work together to ensure the preservation of our natural resources now and for future generations.

ADOPTED this the ___ day of _____, 2016.

Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:



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AGENDA ITEM 9:

SANITATION MATTERS

B. Grand Opening of Household Hazardous Waste Collection Facility

MANAGER'S COMMENTS:

Ms. Bowen will inform the Board of the grand opening of the new household hazardous waste collection facility on Wednesday, April 6, 2016 at 10:00AM next to the recycling center located at the landfill.

The new facility will allow for improved service and more opportunities for County citizens to dispose of household hazardous waste. A schedule of collection days is included in your packet and will be advertised to the public.

Watauga County
Sanitation Department
Recycling Office

Memo

To: Deron Geouque
From: Heather Bowen
cc: JV Potter, Donna Watson
Date: March 24, 2016
Re: Invitation to Board Members to attend HHW Facility

This is an invitation to the Watauga County Board Members to attend the grand opening of the Sanitation Department's Permanent Household Hazardous Waste Collection Facility. Watauga County Sanitation Department will host a ribbon cutting event on Wednesday, April 6th at 10am for the dedication of the new building. The ribbon cutting will offer attendees the opportunity to see the collection building and how it will operate.

The first HHW collection event located at the new building is scheduled to be held on Thursday, April 14th 8am-4pm. HHW Collection events will now be scheduled once a month from April-October every year, instead of only twice a year as was in the past. Please see the attached schedule for information on the upcoming collection days for 2016.

We look forward to the opportunities and services that the new HHW collection facility will introduce to our community.

Household Hazardous Waste Collection Days 2016

Located at 336 Landfill Rd. Boone, NC
HHW Permanent Collection Facility

Thursday	April 14th	8am-4pm
Saturday	May 14th	8am-12pm
Thursday	June 9th	8am-4pm
Thursday	July 14th	8am-4pm
Thursday	August 11th	8am-4pm
Thursday	September 8th	8am-4pm
Saturday	October 15th	8am-12pm

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AGENDA ITEM 10:

PROPOSED AMENDMENTS TO THE SIGN ORDINANCE

MANAGER’S COMMENTS:

The Planning Board recently approved changes to the County’s sign ordinance and is requesting the Board of Commissioners adopt the recommended changes. The changes are in response to the U.S. Supreme Court case Reed versus the Town of Gilbert, Arizona. Sign regulations must now be content-neutral. It is permissible to regulate size, number, location, and differentiate between temporary and permanent and commercial and residential.

The draft ordinance reflects these standards and was guided by the Signage Foundation, Inc. The Board may wish to schedule a public hearing, work session, or joint meeting with the Planning Board and staff. A public hearing is required prior to the adoption of the ordinance changes.

Staff seeks Board direction.

WATAUGA COUNTY SIGN ORDINANCE (DRAFT)

SECTION 100. PURPOSE AND LEGISLATIVE INTENT

The purpose of this Sign Ordinance is to provide for the public health, safety and welfare pursuant to the general ordinance authority granted to counties by the General Assembly of North Carolina. (NCGS §153A-121 *et seq.* and other pertinent statutes and amendments thereto). By enacting this Ordinance it is the County's intent to:

1. To promote the creation of an attractive visual environment that promotes a healthy economy by:
 - a. Permitting businesses to inform, identify, and communicate effectively; and
 - b. Directing the general public through the use of signs while maintaining attractive and harmonious application of signs on buildings and sites.
2. To protect and enhance the physical appearance of the community in a lawful manner that recognizes the rights of property owners by:
 - a. Encouraging the appropriate design, scale, and placement of signs.
 - b. Encouraging the orderly placement of signs on buildings while avoiding regulations that are so rigid and inflexible that all signs in a series are monotonously uniform.
 - c. Assuring that the information displayed on a sign is clearly visible, conspicuous, legible and readable so that the sign achieves the intended purpose.
3. To foster public safety along public and private streets within the community by assuring that all signs are in safe and appropriate locations.
4. To have administrative review procedures that is the minimum necessary to:
 - a. Balance the community's objectives and regulatory requirements with the reasonable advertising and way finding needs of businesses.
 - b. Allow for consistent enforcement of the Sign Ordinance.
 - c. Minimize the time required to review a sign application.
 - d. Provide flexibility as to the number and placement of signs so the regulations are more responsive to business needs while maintaining the community's standards.

SECTION 101. MEASUREMENT STANDARDS

101.01. Determining Sign Area and Dimensions.

1. For a wall sign which is framed, outlined, painted or otherwise prepared and intended to provide a background for a sign display, the area and dimensions shall include the entire portion within such background or frame.
2. For a wall sign comprised of individual letters, figures or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a regular geometric shape (rectangle, circle, trapezoid, triangle, etc.), or a combination of regular geometric shapes, which form, or approximate, the perimeter of all elements in the display, the frame, and any applied background that is not part of the architecture of the building.
3. When separate elements are organized to form a single sign, but are separated by open space, the sign area and dimensions shall be calculated by determining the geometric form, or

combination of forms, which comprises all of the display areas, including the space between different elements.

4. Minor appendages to a particular regular shape, as determined by the Administrator, shall not be included in the total area of a sign.
5. For a freestanding sign, the sign area shall include the frame, if any, but shall not include:
 - a. A pole or other structural support unless such pole or structural support is internally illuminated or otherwise so designed to constitute a display device, or a part of a display device.
 - b. Architectural features that are either part of the building or part of a freestanding structure, and not an integral part of the sign, and which may consist of landscaping, building or structural forms complementing the site in general.
6. When two identical sign faces are placed back to back so that both faces cannot be viewed from any point at the same time, and are part of the same sign structure, the sign area shall be computed as the measurement of one of the two faces. When the sign has more than two display surfaces, the area of the sign shall be the area of largest display surfaces that are visible from any single direction.
7. In the event of a dispute in determining the area or dimensions of any sign, a negative decision of the Administrator may be appealed to the Board of Adjustment.

101.02. Determining Sign Height.

1. The height of a freestanding sign shall be measured from the base of the sign or supportive structure at its point of attachment to the ground, to the highest point of the sign. A freestanding sign on a man-made base, including a graded earth mound, shall be measured from the grade of the nearest pavement or top of any pavement curb.
2. Clearance for freestanding and projecting signs shall be measured as the smallest vertical distance between finished grade and the lowest point of the sign, including any framework or other embellishments.

101.03. Determining Building Frontages and Frontage Lengths.

1. Building Unit - The building unit is equivalent to the tenant space. The frontage of the tenant space on the first floor shall be the basis for determining the permissible sign area for wall signs.
2. Primary and Secondary Frontage - The frontage of any building unit shall include the elevation(s) facing a public street, facing a primary parking area for the building or tenants, or containing the public entrance(s) to the building or building units.
 - a. The primary frontage shall be considered the portion of any frontage containing the primary public entrance(s) to the building or building units.
 - b. The secondary frontage shall include those frontages containing secondary public entrances to the building or building units, and all building walls facing a public street or primary parking area that are not designated as the primary building frontage by subsection "a" above.

101.04. Length of Building Frontage.

1. The length of any primary or secondary building frontage as defined in Section 107 shall be the sum of all wall lengths parallel, or nearly parallel, to such frontage, excluding any such wall length determined by the Administrator as clearly unrelated to the frontage criteria.
2. For buildings with two or more frontages, the length of the wall and allowable sign area shall be calculated separately for each such building frontage.
3. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

SECTION 102. SIGNS PERMITTED**102.01. Residential Subdivisions**

1. Residential Subdivision and Multi-Family Development signs shall be limited to 50 square feet.
2. Signs advertising home occupations shall be limited to 6 square feet.
3. Temporary sign(s) shall be limited to a total of 16 square feet per parcel.

102.02. Unzoned Commercial Areas

1. Signs located in unzoned commercial areas shall be as described, located and designed in Section 103.
2. Temporary sign(s) shall be limited to a total of 32 square feet per parcel.
3. Advertising signs (Billboards) shall be as described, located and designed in Section 103.07.

SECTION 103. DEVELOPMENT STANDARDS**103.01. Wall Signs**

1. The basic allowance for wall signs shall be limited to 1.5 square feet of sign area for each lineal foot of building or tenant frontage.
2. Each tenant may have multiple wall signs as long as the total wall sign area does not exceed the basic allowance established for wall signs.
3. The wall sign or signs shall not be greater than 80% of the length of the tenant space or the length of the building frontage for single tenant buildings.
4. The area of any wall sign may be increased by 25% when the building is setback at least 200 feet from the public right-of-way.
5. Additional wall sign area is permitted for a secondary frontage (see Definitions) which shall be equal to 100% of the primary sign area allowance.
6. The following additional wall signs may be permitted:
 - a. Projecting Signs - In addition to the allowances for wall signs, projecting signs are permitted when designed and placed for the purpose of identifying the businesses for a pedestrian walking along the same side of the street as the business they seek or under a continuous rain canopy projecting from the building. Projecting signs shall have a maximum area of 16 square feet; the bottom of the sign shall be a minimum

of 8 feet above the sidewalk; the sign shall not project more than 4 feet from the wall; and adjacent projecting signs shall not be closer than 20 feet.

- b. Building Directory – In addition to the allowances for wall signs, a directory sign may be permitted up to a maximum of 16 square feet for the purpose of identifying first floor tenants that do not have outside building frontage or upper floor tenants.
8. Additional Wall Signs for Multiple Story Buildings – An additional building sign is permitted on each of the building’s primary and secondary frontages according to the following:
- a. For a building with two floors, the area of any wall sign may be increased by 25% for each eligible wall.
 - b. This additional permitted sign area may be increased by 10% for each additional building floor.
 - c. The sign must be placed at the height for which the bonus has been granted.

103.02. Freestanding signs

1. One freestanding sign is permitted for each 200 feet of primary road frontage with a maximum of 3 freestanding signs per parcel.
2. The permitted area of each freestanding sign shall not exceed 50 square feet except for:
 - a. Properties entitled to more than one freestanding sign based on primary frontage. In this instance the sign area of a single sign may be increased to a maximum area of 100 or 150 square feet in lieu of erecting a second or third sign.
3. No portion of a freestanding sign shall be in, or project over, the public right-of-way.
4. The maximum height of a freestanding sign shall be 35 feet in height above the road grade or natural grade level, whichever is higher.

103.03. Electronic Message Center/Changeable Copy Signs

1. Changeable copy by non-electronic means may be utilized on any permitted sign.
2. Only one EMC sign is permitted on each road on which the development fronts.
3. EMCs may not contain or display flashing, intermittent, or moving lights, including animated or scrolling advertising.
4. EMCs are permitted provided that the copy does not change more than once every 8 seconds.
5. Copy changes must be accomplished within a one second interval.
6. EMCs are required to have automatic dimming capability that adjusts the brightness to the ambient light at all times of the day and night.
7. EMCs may not exceed 50% of the total sign area permitted.

103.04. Instructional signs

1. Instructional or “way-finding” signs shall be permitted in addition to all other signs when they are of such size and location that satisfy the intended instructional purpose and based on their size, location, and intended purpose will not constitute additional advertising. Instructional signs may include the name of the business and logos.

103.05. Window Signs

1. Permanent window signs shall not exceed 25% of the area of a window and the total area of all window signs, including both permanent and temporary, shall not exceed 50% of the window area.

103.06. Temporary Signs

1. In addition to the signs permitted in Section 102, temporary signs related to Special Events are allowed on private property for a time period not to exceed 30 days. Such signs are permitted off-premises.
2. In addition to the signs permitted in Section 102, temporary signs related to a single event for commercial enterprises are allowed on private property for a time period not to exceed 30 days. Such signs are permitted on-premises only.
3. Temporary signs containing any message are allowed on private property during an election period subject to the area limitations stated herein. An election period begins the first day of filing before and ends ten days after any election conducted under federal, state, county, or city laws or ordinances in which residents of Watauga are entitled to vote, including elections or votes regarding selection or recall of any federal, state, county or city officials, any ballot questions, referendum or advisory vote.
4. Temporary sign(s) located in residential subdivisions may not exceed a total area of 16 square feet per parcel.
5. Temporary sign(s) located in unzoned commercial areas may not exceed a total area of 32 square feet per parcel.
6. Temporary signs located on property offered for sale or lease are allowed for time periods exceeding those listed herein provided such signs are promptly removed following the sale or lease closing date. All signs are subject to the area limitations stated in this Section.
7. No temporary signs may be illuminated.
8. All temporary signs must be secured to prevent them from becoming a hazard to pedestrians, vehicles or adjacent property during high winds.

103.07. Advertising Signs

1. Advertising signs shall not exceed 300 square feet in area. This square footage includes both sign face and border.
2. Advertising signs shall:
 - a. Be located outside the right-of-way of all roads, or 35 feet from the center line if there is no recorded right-of-way, provided that on corner lots no part of an advertising sign may be located within a triangular area formed by the street right-of-way lines and a line connecting them at points 50 feet from the right-of-way intersection.
 - b. Be located only in "Unzoned Commercial Areas" as defined in the North Carolina DOT Outdoor Advertising Manual and spaced as set forth in said manual except that new "side-by-side" signs shall be prohibited. This paragraph shall be applicable on all streets/roads in Watauga County which are not within the jurisdiction of a municipality.

- c. Be located not closer than 100 feet to a pre-existing residential structure on an adjoining lot. This does not prevent the owner of a residence from placing an advertising sign on the same lot as the residence provided that the placement of such sign complies with subparagraph “b” above.
 - d. Not exceed 35 feet in height above the street/road grade level.
 - e. Not exceed a width of 30 feet.
 - f. Be located in such a way that they maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with the National Electric Code and local electric utilities’ requirements.
 - g. Be located only on primary highway systems (i.e. 105, 221, 321, and 421) with evidence of NCDOT approval.
 - h. Not be located on designated scenic byways.
3. No existing Advertising Signs may be converted to or replaced with a Digital Billboard.
 4. No new locations for Digital Billboard signs shall be permitted.
 5. Only one Advertising Sign shall be permitted per parcel.

SECTION 104. NON-CONFORMING SIGNS

104.01. General Provisions

1. Nonconforming signs shall be maintained in good condition pursuant to Section 106.
2. A Nonconforming sign shall not be altered, modified or reconstructed except:
 - a. When such alteration, modification or reconstruction would bring such sign into conformity with these regulations;
 - b. When the existing use has new ownership which results in a change in the name or logo of the use or business on the property, and such change complies with subsection “d” below;
 - c. When the space is re-occupied by a similar use and the new occupant requires no external building or site renovation, and such change complies with subsection “d” below;
 - d. Any alteration, modification or reconstruction permitted in this section shall be limited to the replacement of a sign panel, replacing individual letters and logos within the same area or repainting a sign face, and does not permit changes to the structure, framing, erection or relocation of the sign unless such changes conform to subsection “a” above.
3. Nonconforming advertising signs for which there is in effect a valid NCDOT permit may be repaired or reconstructed without limitation so long as the square footage of the advertising surface area is not increased.

104.02. Limitations for Non-Conforming Signs

1. A nonconforming sign shall be removed upon verification that any of the following conditions have been met:
 - a. The use to which such non-conforming sign refers has been abandoned for more than 180 consecutive days; or
 - b. The regulation or amendment to these regulations which made the sign non-conforming has been in effect for 10 years or more.

2. Extension of time to comply - The dates established in this Section for a sign to be brought into compliance with the requirements of these regulations may be extended at the request of the sign owner or leasee. In evaluating the extension of time for a nonconforming sign, the County shall consider the following factors to determine whether the owner of the sign has had reasonable amount of time to recoup the initial investment:
 - a. The value of the sign at the time of construction and the length of time the sign has been in place;
 - b. The life expectancy of the original investment in the sign and its salvage value, if any;
 - c. The amount of depreciation and/or amortization of the sign already claimed for tax or accounting purposes;
 - d. The length of the current tenant lease or expected occupancy compared to the date the sign is to be brought into compliance;
 - e. The extent to which the sign is not in compliance with the requirements of these regulations; and
 - f. The degree to which the County determines that the sign is consistent with the purposes of these regulations.
 - g. Whether the sign has “historical” or “landmark” significance and should, therefore, be exempt from amortization.

SECTION 105. SIGN REVIEW PROCEDURES

1. A sign permit shall be required for all permanent signage.
2. All sign permit applications shall be reviewed for compliance with these regulations and the North Carolina State Building Code within 10 business days from the time a completed application has been accepted by the Administrator.
3. All appeals and variances regarding the sign ordinance shall be heard by the Board of Adjustment in accordance with Section 110.

SECTION 106. SUPPLEMENTAL CONSIDERATIONS

106.01. Construction Standards

The construction, erection, safety and maintenance of all signs shall comply with the North Carolina State Building Code and all of the following:

1. Signs shall be structurally sound and located so as to pose no reasonable threat to pedestrian or vehicular traffic.
2. All permanent freestanding signs shall have self-supporting structures erected on, or permanently attached to, concrete foundations.
3. If possible, signs should not be in locations that obscure architectural features such as pilasters, arches, windows, cornices, etc.
4. Signs shall not be in locations that interfere with safe vehicular and pedestrian circulation or public safety signals and signs.
5. No signs shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of egress.

6. Signs shall be structurally designed in compliance with ANSI and ASCI standards. All electric signs shall be constructed according to the technical standards of UL or other certified testing laboratory.
7. Signs may be illuminated – by external or internal means -- provided that:
 - a. The brightness and intensity shall not be greater than necessary to meet reasonable needs of the business or use served;
 - b. Light sources shall be shielded from all adjacent buildings and streets; and
 - c. The lighting shall not create excessive glare to pedestrians and/or motorists, and will not obstruct traffic control or any other public informational signs.

106.02. Maintenance

All signs shall be maintained in accordance with the following:

1. The property owner shall maintain signs in a condition appropriate to the intended use and to all County standards.
2. The property owner has a continuing obligation to comply with all building code requirements.
3. If the sign is deemed by the Administrator to be in an unsafe condition, the owner of the business shall be immediately notified in writing, and shall, within 48 hours of receipt of such notification, respond to the county with a plan to correct the unsafe condition, remove the unsafe sign, or cause it to be removed. If after 30 days, the unsafe condition has not been corrected through repair or removal, the Administrator may cause the repair or removal of such sign, at the expense of the property owner or lessee. If the total costs are not paid in full within 60 days of the repairs or removal, the amount owed shall be certified as an assessment against the property of the sign owner, and lien upon that property, together with an additional 10 percent penalty for collection as prescribed for unpaid real estate taxes.
4. In cases of emergency, the Administrator may cause the immediate removal of a dangerous or defective sign without notice.
5. Whenever any sign, either conforming or nonconforming to these regulations, is required to be removed for the purpose of repair, re-lettering or repainting, the same may be done without a permit or without any payment of fees provided that all of the following conditions are met:
 - a. There is no alteration or remodeling to the structure or the mounting of the sign itself;
 - b. There is no enlargement or increase in any of the dimensions of the sign or its structure; and
 - c. The sign is accessory to a legally permitted or nonconforming use.

106.03. Exempt from these Regulations

The following shall be exempt from regulation under this Ordinance:

1. Government Signs.
2. Works of Art.
3. Holiday Decorations, when displayed during the appropriate time of the year.
4. Flags, except feather flags.

5. Building markers.

106.04. Prohibited Signs

The following signs are prohibited in the County:

1. Abandoned Signs.
2. Animated Signs.
3. Signs containing any words or symbols that would cause confusion because of their resemblance to highway traffic control or direction signals.
4. Signs located on trees, utility poles, public benches or any other form of public property or within any public right-of-way unless explicitly permitted by the regulations.
5. Off-Premises Temporary Signs, other than those explicitly permitted by Section 103.6.
6. Any signs placed on public property without consent or placed in violation of local, state, or federal requirements.

SECTION 107. DEFINITIONS

The following words and phrases used in this Ordinance shall have the following meanings:

Abandoned Sign. A sign which for a period of at least 180 consecutive days or longer no longer advertises or identifies a legal business establishment, product or activity.

Advertising Sign. A sign directing attention to a business, commodity, service or entertainment which is conducted, sold or offered on premises other than the premises upon which the sign is located.

Alteration. Any change in copy, color, size or shape, which changes appearance of a sign, or a change in position, location, construction or supporting structure of a sign, except that a copy change on a sign is not an alteration.

Animated Sign. A sign which has any visible moving part, flashing or osculating lights, visible mechanical movement of any description, or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance in a manner that is not permitted by these regulations.

Area of Sign. Refer to measurement standards in Section 101.

Art. An aesthetic physical item or artistic creation.

Attraction or Reader Board. Any sign having changeable copy for the purpose of advertising events, sales, services or products provided on the site.

Awning. A shelter extending from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.

Awning Sign. Any permanent sign painted on or attached to or supported by an awning.

Balloon Sign. A temporary lighter-than-air gas-filled balloon, tethered in a fixed location, that has a sign with a message on its surface or attached in any manner to the balloon.

Banner Sign. A temporary, lightweight sign that contains a message which is attached or imprinted on a flexible surface that deforms under light pressure and that is typically constricted of non-durable materials, including, but not limited to, cardboard, cloth and/or plastic.

Billboard. An Advertising Sign.

Building Identification Sign. A permanent sign containing the name or address of a building and may include hours of operation and emergency information, such sign being located on the same site as the structure.

Canopy. A freestanding permanent roof-like shelter not attached to or requiring support from an adjacent structure.

Canopy Sign. Any permanent sign attached to or constructed underneath a canopy. These signs are below a projecting structure which extends over the pedestrian walkway which effectively prevents the wall signs for being visible to the pedestrian walking under the canopy. **See Also Projecting Sign.**

Electronic Message Center / Changeable Copy Sign. A permanent sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means (for example, time and temperature units), or manually through placement of letters or symbols on a panel mounted in or on a track system.

Construction Sign. A temporary sign identifying the persons, firms or business directly connected with a construction project.

Directional Sign: A permanent instructional sign located on private property at or near the public right-of-way, directing or guiding vehicular traffic onto the property and/or toward parking or other identified locations on the property.

Digital Billboard. A billboard utilizing electronic image displays that present multiple static advertisements on a rotating basis.

Freestanding Sign. Any permanent sign which is affixed in or upon the ground, supported by one or more structural members, with air space between the ground and the sign face.

Footcandle. A measure of illumination on a surface that is one foot from a uniform source of light of one candle and equal to one lumen per square foot.

Governmental Sign. A sign erected and maintained pursuant to and in discharge of any governmental functions, or required by law, ordinance or other governmental regulation.

Grade. The level of the site at the property line located at the closest distance to the sign.

Height of Sign. Refer to measurement standards in Section 101.

Holiday Decorations. Signs or displays including lighting which are a nonpermanent installation celebrating national, state, and local holidays or holiday seasons.

Illegal Sign. Any sign placed without proper approval or permits as required by this Ordinance at the time of sign placement. Illegal sign shall also mean any sign placed contrary to the terms or time limits of any permit and any nonconforming sign which has not been brought into compliance with any applicable provisions of this Ordinance.

Illuminated Sign. A permanent sign for which an artificial source of light is used in order to make readable the sign's message, including internally and externally lighted signs and reflectorized, glowing or radiating signs.

Instructional Signs. A permanent sign clearly intended for instructional purposes, as determined by the Administrator, shall not be included in the permitted sum of the sign area of identification wall signs, provided such sign is not larger than necessary to serve the intended instructional purpose, and such sign is not in a location, nor includes design characteristics, that constitute or serve the purposes of an identification sign.

Length of Frontage.

1. The measurement purposes, the length of any primary or secondary frontage as defined in Section 101, shall be the sum of all wall lengths parallel, or nearly parallel, to such frontage, excluding any such wall length determined by the Administrator or Planning Commission as clearly unrelated to the frontage criteria.
2. For buildings with two or more frontages, the length and allowable sign area shall be calculated separately for each such frontage.
3. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

Logo, Logogram, or Logotype. An emblem, letter, character, pictograph, trademark, or symbol used to represent any firm, organization, entity, or product.

Marquee. A permanent roof-like shelter extending from part or all of a building face and constructed of some durable material which may or may not project over a public right-of-way.

Marquee Sign. A permanent sign painted on or attached to or supported by a marquee.

Mural. A picture on an exterior surface of a structure. A mural is a sign only if it is related by language, logo, or pictorial depiction to the advertisement of any product or service or the identification of any business.

Multi-Family Development. Three or more dwelling units intended for residential occupancy contained within one building or a Planned Unit Development.

Neon Sign. A sign with tubing that is internally illuminated by neon or other electrically charged gas.

Nonconforming Sign. A sign which was validly installed under laws or ordinances in effect at the time of its installation, but which is in conflict with the current provisions of this Ordinance.

Off-Premises Sign. Any sign normally used for promoting an interest other than that of a business, individual, products, or service available on the premises where the sign is located.

On-Premises Sign. Any sign used for promoting a business, individual, product or service available on the premises where the sign is located.

Primary and Secondary Frontage. The frontage of any building or site shall include the elevation(s) facing a public street, facing a primary parking area for the building or tenants, or containing the public entrance(s) to the building or building units.

1. For multi-tenant buildings, the portion of such building that is owned, or leased by a single tenant, shall be considered a building unit.
2. The primary frontage shall be considered the portion of any frontage containing the primary public entrance(s) to the building or building units.
3. The secondary frontage shall include frontages containing secondary public entrances to the building or building units, and all walls facing a public street or primary parking area not designated as the primary frontage.

Private Street. Primary access ways that are intended to provide vehicular access to multiple commercial businesses and/or ownerships and are not dedicated as a public thoroughfare.

Projecting Sign. A permanent sign which projects from and is supported by a wall or parapet of a building with the display surface of the sign in a plane perpendicular to or approximately perpendicular to the wall. See also Canopy sign.

Residential Subdivisions. A collection of land parcels designated and platted (mapped) exclusively for residential development.

Revolving or Rotating Sign. An Animated Sign.

Roof Sign. Any sign erected upon a roof, parapet, or roof-mounted equipment structure and extending above a roof, parapet, or roof-mounted equipment structure of a building or structure.

Sign. Any name, figure, character, outline, display, announcement, or device, or structure supporting the same, or any other device of similar nature designed to attract attention outdoors, and shall include all parts, portions, units, and materials composing the same, together with the frame, background, and supports or anchoring thereof. A sign shall not include any architectural or landscape features that may also attract attention.

Sign Face. An exterior display surface of a sign including nonstructural trim exclusive of the supporting structure.

Site. All the contiguous ground area legally assembled into one development location or individual lot defined as a permanent parcel (lot of record), multiple lots of record, or a portion of a lot of record.

Special Event Sign. A temporary sign advertising or pertaining to any annual or seasonal event of interest to, open to, or available to, the general public.

Temporary Sign. A sign utilized for a limited time which is not intended to be installed on a permanent basis.

Unzoned Commercial Area. A site outside of municipal and county zoning jurisdiction which is within 660 feet of the nearest edge of the primary highway right of way and is actually used for commercial or industrial purposes.

Vehicle Sign. A sign permanently or temporarily attached to or placed on a vehicle or trailer.

Wall Sign. A sign permanently attached to or painted on the wall of a building or structure in a plane parallel or approximately parallel to the plane of said wall.

Window, Area of. The area of a single window includes all of the window panes in an area that is separated by mullions, muntins, or other dividers which are less than 3 inches wide.

Window Sign. A sign viewable through and/or affixed in any manner to a window or exterior glass door such that it is intended to be viewable from the exterior (beyond the sidewalk immediately adjacent to the window), including signs located inside a building but visible primarily from the outside of the building.

SECTION 108. SEVERABILITY

1. If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said ordinance without such unconstitutional provision, and the remainder of this Ordinance shall be deemed and held to be valid as if such portion had not been included.

SECTION 109. SUBSTITUTION

1. Notwithstanding any other provision of this Ordinance and subject to the property owner's consent, any non-commercial copy may be substituted, in whole or in part, for any commercial copy on any sign permitted by this Ordinance. If non-commercial copy is substituted, the resulting sign will continue to be treated as the original commercial sign under this Ordinance and will not be deemed or treated as an off-premises sign.

SECTION 110. APPEALS AND VARIANCES

1. Request for Variance: When unnecessary hardships would result from strict application of the ordinance, upon application by an aggrieved party with standing, the Board of

Adjustment may hold a hearing pursuant to NCGS §160A-388 (a2) and may grant variances to the provisions of the ordinance in accordance with the standards and procedures established in NCGS §160a-388(d) and as established by County policy.

2. Appeal: Any sign owner or applicant who alleges that a County administrative official acted erroneously in enforcing this ordinance may appeal the decision of that administrative official to the Board of Adjustment.
3. Every decision of the Board of Adjustment shall be subject to review at the instance of any aggrieved party by the Superior Court by proceedings in the nature of certiorari. The appeal to Superior Court must be filed within 30 days of the filing of the Notice of Decision in the office of the ordinance administrator.

SECTION 111. PENALTIES FOR VIOLATION

1. Any person violating provisions of this ordinance shall be given 10 working days to comply. Failure to comply within ten 10 working days shall be, upon conviction, guilty of a Class 3 misdemeanor punishable by a fine not exceeding \$50.00 or by imprisonment not to exceed 30 days, or both. Each day that the violation continues shall be deemed a separate offense.
2. In addition to, or in lieu of, the criminal penalties outlined above, each person violating this ordinance shall be subject to a civil penalty in the amount of \$200.00 per day for each day the violation is allowed to continue.

SECTION 112. REMEDIES

1. When the ordinance administrator determines that a sign has been erected, constructed, reconstructed, altered, repaired, converted or continued in violation of this ordinance, he or she is authorized to institute an action for injunction or take other appropriate action to prevent or abate such violation.

SECTION 113. INTERPRETATION AND CONFLICTS

1. The standards and provisions of this ordinance shall be interpreted as being the minimum requirements necessary to uphold the purposes of this ordinance.
2. Whenever this ordinance imposes a higher standard than required by other regulations, ordinances or rules, or by easements, covenants, or agreements, the provisions of this ordinance shall govern.
3. When the provisions of any applicable state or federal statutes impose higher standards, the provisions of such statutes shall govern unless it is determined that such higher standard is not being enforced. In such case, the provisions of this ordinance shall govern until such time as the higher standard is enforced.

SECTION 114. JURISDICTION

The provisions of this ordinance shall be applicable only to unincorporated areas of Watauga County which are not included in the extraterritorial jurisdiction of a municipality. The Valle Crucis Historic District and Foscoe-Grandfather Community have additional regulations concerning allowable signage.

SECTION 115. REPEAL

1. Upon adoption of this ordinance, the current ordinance entitled “An Ordinance to Regulate Signs in Watauga County,” and all subsequent amendments thereto, shall be repealed.

SECTION 116. EFFECTIVE DATE

1. This ordinance shall become effective on the ____ day of March, 2016.

AGENDA ITEM 11:

MAINTENANCE MATTERS

A. Request for Engineering/Special Inspections Testing Agreement

MANAGER'S COMMENTS:

As part of the new medic base construction, engineering review and special inspections testing are required. Concrete, steel fabrication, masonry construction and soil compaction testing will be conducted and are outside the scope of services provided by the contractor and architect to ensure unbiased results.

Staff solicited Requests for Qualifications in which GeoHydro was selected from the proposals submitted. Staff did contact Wilkes County as a reference for GeoHydro as they provided the testing and reviews for their jail facility. Wilkes County was satisfied with the services provided by GeoHydro.

Staff requests the Board approve GeoHydro as the engineering firm to provide the special inspections and testing required for the new medic base. A contract will be forthcoming.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

969 West King St., Boone, NC 28607 - Phone (828) 264-1430
Fax (828) 264-1473

MEMORANDUM

TO: Deron Geouge, County Manager
FROM: Robert Marsh, Maintenance Director *Rgm*
DATE: March 24, 2016
SUBJECT: Engineer/Special Inspections Testing

HISTORY

Watauga County contracted with Doug McGuire Construction Company for the construction of a new Medic Base in Vilas. The contract documents require the county to hire an engineering company to conduct testing of the concrete, steel fabrication, masonry construction and soil compaction. This testing is done by a company independent of the architect and contractor to assure unbiased results.

Staff sent Request for Qualifications to seven firms and received three replies. Companies were not required to submit a bid price for this service due to the restrictions of the Mini-Brooks Act.

GeoHydro was selected from the pool of engineers due to the reasonable unit prices, qualifications of their staff, and the good comments that were received from one of their clients.

RECOMMENDATION

Staff recommends the county enter into an agreement with GeoHydro to provide Special Inspections and Testing for the Medic Base #3 project.

AGENDA ITEM 11:

MAINTENANCE MATTERS

B. 2016 Anderson Building Roof Replacement Matters

- 1. Request for Exemption of Quality Based Selection Process for the Procurement of Engineering Services***
- 2. Procurement of Engineering Services***

MANAGER'S COMMENTS:

During the annual budget retreat direction was given to move forward with occupying the old AppalCart (Anderson) Building. In order to begin that process a new roof will be required. Code requires the design process be completed by a registered engineer due to the fact that the structure of the building may be altered depending on the choice of the roofing system.

North Carolina General Statute 143-64.31 requires the hiring of architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to be selected on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee. However, NCGS 143-64.32 allows for an exemption on the above requirement in writing where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). The estimated fee is projected to be less than \$23,000.

Staff is recommending the Board hire Metal Roofing Consultants (MRC) for the Anderson Building roof project. MRC has worked for the County in the past. Further, MRC has completed projects for Appalachian State University, BREMCO, Mabel and Cove Creek Elementary Schools, Old Cove Creek GYM, and Watauga High School.

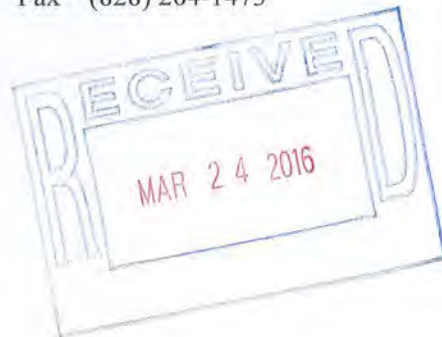
Therefore, staff would recommend the Board exempt the project from NCGS 143-64.31 as the project fee will be less than \$50,000. Based on MRC's familiarity with the project and its past experience with the County and other local organizations; staff recommends the Board approve MRC to provide engineering services, contingent upon County Attorney review, for an amount not to exceed \$23,000.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

969 West King St., Boone, NC 28607 - Phone (828) 264-1430
Fax (828) 264-1473

MEMORANDUM



TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director *RM*

DATE: March 24, 2016

SUBJECT: 2016 Andersen Building Roof Replacement Project/Exemption of the Quality Based Selection Process for the Procurement of Engineering Services

BACKGROUND

Staff needs the assistance of an engineer with detailed knowledge of commercial roofing systems for the purpose of surveying the Andersen Building to determine a realistic roof replacement system and identify the best alternatives for providing a long-lasting, weather-tight roof system and the cost of said system.

The General Statutes allow NCDOT and local units of government the option to exempt themselves from Quality Based Selection process if the projected fee is less than \$30,000. The exemption must be project-specific and in writing. DOT and local governments are offered this exemption in order to expedite the selection process on smaller projects

RECOMMENDATION

Staff recommends the county take the exemption for the 2016 Andersen Building Roof Replacement Project in order to expedite the procurement of engineering services of the project where, in this case, the fee is projected to be less than \$23,000.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

969 West King St., Boone, NC 28607 - Phone (828) 264-1430
Fax (828) 264-1473

MEMORANDUM



TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director *[Signature]*

DATE: March 24, 2016

SUBJECT: 2016 Andersen Building Roof Replacement Project/Procurement of Engineering Services

BACKGROUND

Staff requires the assistance of an engineering firm with detailed knowledge of commercial roofing systems for the purpose of surveying the Andersen Building to determine a realistic roof replacement system and identify the best alternative for a long-lasting, weather-tight roof system. The scope of services includes the recommendation of a roofing system, construction documents, and inspections during the construction stage. Code requires the design process be completed by a registered engineer, because the structure of the building may be affected by the choice of roofing systems. In addition, the insulation requirements have changed since the building was constructed, and the new roof must meet the new energy code.

The county has contracted with Metal Roofing Consultants on several past projects with excellent resultants. MRC has vast experience in designing, managing, and inspecting roof projects. MRC has completed roofing design projects locally at Appalachian State University, Mountain View Elementary School, BREMCO (reengineering), Mabel Elementary, Cove Creek Elementary, Old Cove Creek Gym, and Watauga High School (reengineering).

RECOMMENDATION

Staff recommends the county contract with Metal Roof Consultants for the design of a replacement roof for the Andersen Building. The fee for this service is projected to be less than \$23,000.

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AGENDA ITEM 12:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Report and be available for questions and discussion.

The report is for information only; therefore, no action is required.


Monthly Collections Report**Watauga County**

Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report February 2016

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
General County					
Taxes 2015	580,970.88	33.30%	25,484,771.63	95.74%	95.56%
Prior Year Taxes	32,834.86		339,105.19		
Solid Waste User Fees	56,703.76	25.86%	2,363,114.60	94.08%	93.90%
Green Box Fees	674.66	NA	6,407.12	NA	NA
Total County Funds	\$671,184.16		\$28,193,398.54		
Fire Districts					
Foscoe Fire	8,514.94	31.11%	436,748.24	96.04%	96.05%
Boone Fire	10,751.15	22.04%	692,376.59	95.17%	95.59%
Fall Creek Service Dist.	295.39	31.95%	8,769.90	93.43%	93.65%
Beaver Dam Fire	3,653.96	36.78%	96,819.14	94.07%	90.89%
Stewart Simmons Fire	3,366.59	30.06%	113,582.31	93.70%	93.81%
Zionville Fire	2,523.37	25.89%	102,983.85	93.83%	90.81%
Cove Creek Fire	6,047.50	32.58%	219,614.03	94.81%	94.37%
Shawneehaw Fire	3,306.74	46.22%	90,070.95	96.17%	95.81%
Meat Camp Fire	5,436.08	25.66%	187,311.14	92.79%	91.94%
Deep Gap Fire	3,802.44	27.36%	174,913.92	95.08%	93.27%
Todd Fire	1,405.34	31.06%	58,268.13	95.01%	94.51%
Blowing Rock Fire	8,549.46	30.14%	437,159.12	95.83%	95.62%
M.C. Creston Fire	173.34	13.29%	6,125.75	82.08%	81.66%
Foscoe Service District	1,519.25	37.06%	66,983.03	96.43%	96.90%
Beech Mtn. Service Dist.	715.45	98.63%	1,482.88	99.34%	97.59%
Cove Creek Service Dist.	0.00	0.00%	324.15	100.00%	100.00%
Shawneehaw Service Dist	464.44	25.26%	5,304.21	81.33%	88.97%
	\$60,230.05		\$2,690,067.44		
Towns					
Boone	110,906.53	41.37%	5,528,076.09	97.38%	97.07%
Municipal Services	4,276.60	39.23%	124,395.82	95.03%	98.01%
Boone MV Fee	6.67	NA	120.00	NA	NA
Blowing Rock	0.00	NA	105.69	NA	NA
Seven Devils	0.00	NA	58.62	NA	NA
Beech Mountain	0.00	NA	1.63	NA	NA
Total Town Taxes	\$115,189.80		\$5,652,757.85		
Total Amount Collected	\$846,604.01		\$36,536,223.83		

 Tax Collections Director

 Tax Administrator

AGENDA ITEM 12:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Warren will present the Refunds and Releases Reports.

Board action is required to accept the Refunds and Releases Reports.

02/29/2016 16:19
Larry.Warren

WATAUGA COUNTY
RELEASES - 02/01/2016 TO 02/29/2016

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tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1111269 BARLOW, PATRICIA MILLER MILLER, MARTIN 1760 MEAT CAMP RD BOONE, NC 28607	PP 2014 1314 TAX RELEASES MH DOES NOT EXIST 2008	845	02/29/2016	F09	5585	0 F09 G01 SWF	.50 3.13 80.00 <hr/> 83.63
1111269 BARLOW, PATRICIA MILLER MILLER, MARTIN 1760 MEAT CAMP RD BOONE, NC 28607	PP 2015 1314 TAX RELEASES MH DOES NOT EXIST SINCE 2008	780	02/29/2016	F09	5584	0 F09 G01 SWF F09L G01L	.50 3.13 80.00 .05 .31 <hr/> 83.99
1343045 BEECH MOUNTAIN TOWN OF 403 BEECH MOUNTAIN PARKWAY BANNER ELK, NC 28604-8012	RE 2015 1940-69-6393-000 TAX RELEASES SHOULD BE EXEMPT PROPERTY	8261	02/29/2016	C05	5581	0 G01	12.52
1600729 CURTIS R PAGE, DDS, PA GENERAL DENTISTRY 516 NEW MARKET BLVD, STE 4 C/O DR. WES WALDREP BOONE, NC 28607	PP 2015 600729999 TAX RELEASES SOLD TO DR. WALDREP	3091	02/29/2016	C02	5583	0 G01 C02	153.62 201.23 <hr/> 354.85
1752270 HILDERBRAN, MARK A. HILDERBRAN, LEANNE C. 198 DELL COFFEY RD BOONE, NC 28607	PP 2014 1406 REFUND RELEASE BILLED AS REAL ESTATE FOR 2014	1000113	02/29/2016	F02	5591	0 F02 G01 SWF F02L G01L	14.44 90.36 80.00 1.44 9.04 <hr/> 195.28
1752270 HILDERBRAN, MARK A. HILDERBRAN, LEANNE C. 198 DELL COFFEY RD BOONE, NC 28607	PP 2015 1406 TAX RELEASES MH PRICED AT REAL ESTATE 2015	800	02/29/2016	F02	5595	0 F02 G01 SWF	14.00 87.64 80.00 <hr/> 181.64
1121094 NORTH CAROLINA DEPARTMENT OF TRANSPORTAT P O BOX 250 NORTH WILKESBORO, NC 28659-0250	RE 2015 2921-81-5310-000 TAX RELEASES EXEMPT	43438	02/29/2016	F02	5582	0 G01 F02	66.98 10.70 <hr/> 77.68

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Larry.Warren

WATAUGA COUNTY
RELEASES - 02/01/2016 TO 02/29/2016

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tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1523788 THE HAM SHOPPE VAST ENTERPRISES, INC VALLE CRUCIS LOCATION PO BOX 572 VALLE CRUCIS, NC 28691	PP 2013	3685	02/29/2016			0 G01	26.57
	523788999			F01		F01	4.25
	TAX RELEASES				5590	G01L	2.66
	BUSINESS SOLD IN 2012					F01L	.43
							33.91
1523788 THE HAM SHOPPE VAST ENTERPRISES, INC VALLE CRUCIS LOCATION PO BOX 572 VALLE CRUCIS, NC 28691	PP 2014	2239	02/29/2016			0 G01	26.51
	523788999			F01		F01	4.24
	TAX RELEASES				5589	G01L	2.65
	BUSINESS SOLD IN 2012					F01L	.42
							33.82
1523788 THE HAM SHOPPE VAST ENTERPRISES, INC VALLE CRUCIS LOCATION PO BOX 572 VALLE CRUCIS, NC 28691	PP 2015	2219	02/29/2016			0 G01	26.45
	523788999			F01		F01	4.23
	TAX RELEASES				5588	G01L	2.65
	SOLD BUSINESS IN 2012					F01L	.42
							33.75
1562915 VALHALLA PROPERTIES LLC 20 RAVENSCROFT DR ASHEVILLE, NC 28801	PP 2015	2644	02/29/2016			0 G01	1.13
	562915999			F02		F02	.18
	TAX RELEASES OUT OF BUSINESS				5587		1.31
1752068 WASTCHAK, DANIEL P 103 HEDSPETH LN CARY, NC 27519	PP 2015	901	02/29/2016			0 F12	5.96
	1527			F12		G01	37.31
	TAX RELEASES				5586		
	OWNERS PAYING OCCUPANCY TAXES						43.27
1752068 WASTCHAK, DANIEL P 103 HEDSPETH LN CARY, NC 27519	PP 2015	901	02/29/2016			0 F12	-5.96
	1527			F12		G01	-37.31
	TAX RELEASES				5592		
	OWNERS PAYING OCCUPANCY TAXES Reversal of release				5586		-43.27
DETAIL SUMMARY	COUNT: 13	RELEASES - TOTAL				0	1,092.38

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Larry.Warren

WATAUGA COUNTY
RELEASES - 02/01/2016 TO 02/29/2016

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RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2013	PP	F01	FOSCOE FIRE PP	4.25
2013	PP	F01L	FOSCOE FIRE LATE LIST	.43
2013	PP	G01	WATAUGA COUNTY PP	26.57
2013	PP	G01L	WATAUGA COUNTY LATE LIST	2.66
			2013 TOTAL	33.91
2014	PP	F01	FOSCOE FIRE PP	4.24
2014	PP	F01L	FOSCOE FIRE LATE LIST	.42
2014	PP	F02	BOONE FIRE PP	14.44
2014	PP	F02L	BOONE FIRE LATE LIST	1.44
2014	PP	F09	MEAT CAMP FIRE PP	.50
2014	PP	G01	WATAUGA COUNTY PP	120.00
2014	PP	G01L	WATAUGA COUNTY LATE LIST	11.69
2014	PP	SWF	SOLID WASTE USER FEE	160.00
			2014 TOTAL	312.73
2015	RE	F02	BOONE FIRE RE	10.70
2015	RE	G01	WATAUGA COUNTY RE	79.50
2015	PP	C02	BOONE PP	201.23
2015	PP	F01	FOSCOE FIRE PP	4.23
2015	PP	F01L	FOSCOE FIRE LATE LIST	.42
2015	PP	F02	BOONE FIRE PP	14.18
2015	PP	F09	MEAT CAMP FIRE PP	.50
2015	PP	F09L	MEAT CAMP FIRE LATE LIST	.05
2015	PP	F12	BLOWING ROCK FIRE PP	.00
2015	PP	G01	WATAUGA COUNTY PP	271.97
2015	PP	G01L	WATAUGA COUNTY LATE LIST	2.96
2015	PP	SWF	SANITATION USER FEE	160.00
			2015 TOTAL	745.74
			SUMMARY TOTAL	1,092.38

02/29/2016 16:19
Larry.Warren

WATAUGA COUNTY
RELEASES - 02/01/2016 TO 02/29/2016

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tncraprt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
C02	2015	C02	BOONE PP	201.23
C02	2015	G01	WATAUGA COUNTY PP	153.62
		C02 TOTAL		354.85
C05	2015	G01	WATAUGA COUNTY RE	12.52
		C05 TOTAL		12.52
F01	2013	F01	FOSCOE FIRE PP	4.25
F01	2013	F01L	FOSCOE FIRE LATE LIST	.43
F01	2013	G01	WATAUGA COUNTY PP	26.57
F01	2013	G01L	WATAUGA COUNTY LATE LIST	2.66
F01	2014	F01	FOSCOE FIRE PP	4.24
F01	2014	F01L	FOSCOE FIRE LATE LIST	.42
F01	2014	G01	WATAUGA COUNTY PP	26.51
F01	2014	G01L	WATAUGA COUNTY LATE LIST	2.65
F01	2015	F01	FOSCOE FIRE PP	4.23
F01	2015	F01L	FOSCOE FIRE LATE LIST	.42
F01	2015	G01	WATAUGA COUNTY PP	26.45
F01	2015	G01L	WATAUGA COUNTY LATE LIST	2.65
		F01 TOTAL		101.48
F02	2014	F02	BOONE FIRE PP	14.44
F02	2014	F02L	BOONE FIRE LATE LIST	1.44
F02	2014	G01	WATAUGA COUNTY PP	90.36
F02	2014	G01L	WATAUGA COUNTY LATE LIST	9.04
F02	2014	SWF	SOLID WASTE USER FEE	80.00
F02	2015	F02	BOONE FIRE RE	24.88
F02	2015	G01	WATAUGA COUNTY RE	155.75
F02	2015	SWF	SANITATION USER FEE	80.00
		F02 TOTAL		455.91
F09	2014	F09	MEAT CAMP FIRE PP	.50
F09	2014	G01	WATAUGA COUNTY PP	3.13
F09	2014	SWF	SOLID WASTE USER FEE	80.00
F09	2015	F09	MEAT CAMP FIRE PP	.50
F09	2015	F09L	MEAT CAMP FIRE LATE LIST	.05
F09	2015	G01	WATAUGA COUNTY PP	3.13
F09	2015	G01L	WATAUGA COUNTY LATE LIST	.31
F09	2015	SWF	SANITATION USER FEE	80.00
		F09 TOTAL		167.62
F12	2015	F12	BLOWING ROCK FIRE PP	.00
F12	2015	G01	WATAUGA COUNTY PP	.00
		F12 TOTAL		.00
		SUMMARY TOTAL		1,092.38

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AGENDA ITEM 12:**TAX MATTERS*****C. Board of Equalization and Review Schedule*****MANAGER'S COMMENTS:**

Mr. Larry Warren, Tax Administrator, will discuss the scheduling of the FY 2016 Board of Equalization and Review (E&R). The Board may create a special Board of Equalization and Review that will serve this spring. In previous years, the Board was incorporated to include the Manager as an alternate member.

The convening date for the Board of Equalization and Review is scheduled for April 18th at 2:30 PM in the County Commissioners Conference room. Adjournment of the Board is scheduled for Friday May 20, 2016 at 7:00 PM in the County Commissioners Conference room. A schedule of the meeting dates will be provided at the Board meeting on April 5, 2016.

Staff will request the Board approve the schedule for FY 2016 Board of Equalization and Review as presented. In addition, direction is requested as to whether the Board wishes to create a special board for E&R or if the Board of County Commissioners plans to serve in that capacity. Should the Board wish to have the County Manager serve as an alternate member the attached resolution would need to be adopted.

Board action is required.



WATAUGA COUNTY TAX ADMINISTRATION

*Courthouse, Suite 21 – 842 West King Street – Boone, NC 28607
(828) 265-8021 – FAX (828) 264-3230*

MEMORANDUM

TO: Deron T. Geouque
FROM: Larry D. Warren
SUBJECT: 2016 Board of Equalization and Review
DATE: April 5, 2016

I'd like to address the County Commissioners at the April 5th meeting to discuss dates and times for the 2016 Board of E&R. I would suggest:

Convene on Monday April 18th at 2:30 pm.
Adjourn for the taking of applications on Friday May 20, 2016 at 7:00 pm.

The dates and times the Board approves will be advertised locally prior to the first meeting. The convening and adjourning dates for the 2016 Board of E&R is the official time for taking of applications for hearing of the property tax appeals. Compensation for the 2016 Board of E&R will also need to be approved. The member compensation for the past several years has been set at \$75.00 per session. Please let me know if you have questions. Also, I would like to present the attached Resolution for the Board's approval in establishing the Watauga County Board of Equalization and Review for 2016.

COUNTY OF WATAUGA

STATE OF NORTH CAROLINA

RESOLUTION ESTABLISHING

WATAUGA COUNTY BOARD OF EQUALIZATION AND REVIEW

WHEREAS, North Carolina General Statutes Section 105-322 authorizes the Board of County Commissioners by resolution to appoint a special Board of Equalization and Review to hear and review appeals of listings and valuations placed upon taxable property located within Watauga County; and

WHEREAS, this Board desires to establish a Board of Equalization and Review to perform those duties specified in G.S. 105-322.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF WATAUGA AS FOLLOWS:

That this Board hereby establishes a Board of Equalization and Review as follows:

MEMBERSHIP:

1. Shall consist of the 5 member County Commissioners, each having one vote.
2. Three members shall constitute a quorum.
3. One alternate shall be appointed consisting of the County Manager.
4. The alternate shall only serve to meet a quorum of the Board for a scheduled Board of Equalization and Review meeting.

POWERS AND DUTIES:

The powers and duties of this Board shall be as specified in NCGS 105-328 and Article 21 of the Machinery Act.

ADOPTED by the Watauga County Board of Commissioners this, the 5th day of April, 2016.

Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 13:**FINANCE MATTERS*****A. Proposed Resolution Authorizing the Sale of Lot 314 Twin Rivers Development*****MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will request the Board adopt the enclosed resolution authorizing the sale of a 2.01 acre lot located in the Twin Rivers Development in Foscoe. The Board already declared the property surplus and the adoption of the included resolutions are necessary to start the sale process. The highest bid is \$12,000 which is the last bid received by the County Manager. Staff would recommend the Board reject the bid submitted by George Thomas Thompson (high bidder) in the amount of \$12,000 and advertise the property on GovDeals to maximize the purchase price.

Board action is required to approve the enclosed resolution to authorize the sale of the listed property and advertise the property of GovDeals with a minimum bid of \$12,000.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE
WATAUGA COUNTY BOARD OF COMMISSIONERS
AUTHORIZING THE SALE OF LOT 314 TWIN RIVERS DEVELOPMENT, BOONE, NC**

WHEREAS, the County of Watauga owns a 2.01 acre lot located at Twin Rivers Development, Hwy. 105 South, Boone, NC, Parcel ID 1898-08-4229-000 in the Watauga County tax maps; and

WHEREAS, North Carolina General Statute § 153A-176 permits a County to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12; and

WHEREAS, North Carolina General Statute § 153A-176 permits the County to sell real property by electronic advertisement and public auction; and

WHEREAS, North Carolina General Statute § 160A-270(c) provides that auctions of real property may be conducted electronically if the County authorizes the establishment of an electronic auction procedure or authorizes the use of existing private or public electronic auction services; and

WHEREAS, the County has passed a Resolution authorizing the establishment of an electronic auction procedure and the use of existing public and private electronic auction services; and

WHEREAS, North Carolina General Statute § 160A-270(c) provides that notice of all electronic sales may be published solely by electronic means if that exclusive method of publication is approved by the governing board of the political subdivision; and

WHEREAS, The Board of Commissioners has adopted a Resolution for the exclusive method of publication being by electronic means.

NOW THEREFORE BE IT RESOLVED by the Watauga County Board of Commissioners as follows:

1. The Watauga County Board of Commissioners hereby authorizes the sale of the following described tract of land by existing private electronic auction services at www.govdeals.com:

All of Lot 314 of Twin Rivers Development, Phase IIIC as shown on plat recorded in Plat Book 15, Page 151, of Watauga County Public Registry.

2. The County will accept bids for the property until Monday, April 25, 2016.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, May 3rd, 2016.
4. The minimum opening bid for this property shall be \$12,000.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

ADOPTED this the 5th day of April, 2016.

Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

(SEAL)

I, George Thomas Thompson, do hereby tender an upset bid for the purchase of certain property owned by the County of Watauga, commonly known as "Lot 314, Twin Rivers, Twin Rivers, Phase IIIC", consisting of 2.011 acres, more or less, as described at Plat Book of Records 15 at Page 151 of the Watauga County Public Registry and being located at in Twin Rivers, Lot 314 on Tioga, Blowing Rock, North Carolina in the amount of \$ 12,000.⁰⁰. I tender this upset consisted with all terms of the underlining contract. I have provided a bid deposit in the amount \$ 600.⁰⁰ which is 5% of my bid to the Watauga County Clerk to the Board.

George Thomas Thompson



OFFER TO PURCHASE AND CONTRACT - VACANT LOT/LAND

For valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Buyer offers to purchase and Seller upon acceptance agrees to sell and convey the Property on the terms and conditions of this Offer To Purchase and Contract and any addendum or modification made in accordance with its terms (together the "Contract").

1. **TERMS AND DEFINITIONS:** The terms listed below shall have the respective meaning given them as set forth adjacent to each term.

- (a) **"Seller":** Watauga County, a North Carolina corporate and body politic chartered by the State of North Carolina
- (b) **"Buyer":** Thomas D. Loftin and Cheryl L. Loftin
- (c) **"Property":** The Property shall include all that real estate described below together with all appurtenances thereto including the improvements located thereon:

Lot 314, Twin Rivers, Twin Rivers, Phase IIIC as described at Plat Book 15 at Page 151 of the Watauga County Register of Deeds Office, and tax parcel 1891-08-4229-000 of the Watauga County Tax Department.

- (d) **"Purchase Price":**

\$ 10,500.00	paid in U.S. Dollars upon the following terms:
\$ 525.00	BY INITIAL EARNEST MONEY DEPOSIT made payable and delivered to the Clerk to the Board of Watauga County Commissioners with this Contract.
\$ 9,975.00	BALANCE of the Purchase Price in cash at Settlement (some or all of which may be paid with the proceeds of a new loan)

Should Buyer fail to deliver the Initial Earnest Money Deposit by their due dates, or should any check or other funds paid by Buyer be dishonored, for any reason, by the institution upon which the payment is drawn, Buyer shall have one (1) banking day after written notice to deliver cash or immediately available funds to the payee. In the event Buyer does not timely deliver cash or immediately available funds, Seller shall have the right to terminate this Contract upon written notice to Buyer.

(e) **"Earnest Money Deposit":** The Initial Earnest Money Deposit, the Additional Earnest Money Deposit and any other earnest monies paid in connection with this transaction, hereinafter collectively referred to as "Earnest Money Deposit", shall be deposited and held in escrow by Escrow Agent until Closing, at which time it will be credited to Buyer, or until this Contract is otherwise terminated. In the event: (1) this offer is not accepted; or (2) a condition of any resulting contract is not satisfied, then the Earnest Money Deposit shall be refunded to Buyer. In the event of breach of this Contract by Seller, the Earnest Money Deposit shall be refunded to Buyer upon Buyer's request, but such return shall not affect any other remedies available to Buyer for such breach. In the event of breach of this Contract by Buyer, the Earnest Money Deposit shall be paid to Seller as liquidated damages and as Seller's sole and exclusive remedy for such breach, but without limiting Seller's rights under Paragraphs 2(c) and 2(d) for damage to the Property or Seller's right to retain the Due Diligence Fee. It is acknowledged by the parties that payment of the Earnest Money Deposit to Seller in the event of a breach of this Contract by Buyer is compensatory and not punitive, such amount being a reasonable estimation of the actual loss that Seller would incur as a result of such breach. The payment of the Earnest Money Deposit to Seller shall not constitute a penalty or forfeiture but actual compensation for Seller's anticipated loss, both parties acknowledging the difficulty determining Seller's actual damages for such breach. If legal proceedings are brought by Buyer or Seller against the other to recover the Earnest Money Deposit, the prevailing party in the proceeding shall be entitled to recover from the non-prevailing party reasonable attorney fees and court costs incurred in connection with the proceeding.



This form jointly approved by:
North Carolina Bar Association
North Carolina Association of REALTORS®, Inc.



STANDARD FORM 12-T
Revised 1/2015
© 1/2015

Buyer initials _____ Seller initials _____

(f) "Escrow Agent" Clerk to the Board of Watauga County Commissioners.

NOTE: In the event of a dispute between Seller and Buyer over the disposition of the Earnest Money Deposit held in escrow, a licensed real estate broker ("Broker") is required by state law (and Escrow Agent, if not a Broker, hereby agrees) to retain the Earnest Money Deposit in the Escrow Agent's trust or escrow account until Escrow Agent has obtained a written release from the parties consenting to its disposition or until disbursement is ordered by a court of competent jurisdiction. Alternatively, if a Broker or an attorney licensed to practice law in North Carolina ("Attorney") is holding the Earnest Money Deposit, the Broker or Attorney may deposit the disputed monies with the appropriate clerk of court in accordance with the provisions of N.C.G.S. §93A-12.

(g) "Effective Date": The date that: (1) the last one of Buyer and Seller has signed or initialed this offer or the final counteroffer, if any, and (2) such signing or initialing is communicated to the party making the offer or counteroffer, as the case may be.

(h) "Due Diligence": Buyer's opportunity during the Due Diligence Period to investigate the Property and the transaction contemplated by this Contract, including but not necessarily limited to the matters described in Paragraph 2 below, to decide whether Buyer, in Buyer's sole discretion, will proceed with or terminate the transaction.

(i) "Due Diligence Fee": A negotiated amount, if any, paid by Buyer to Seller with this Contract for Buyer's right to conduct Due Diligence during the Due Diligence Period. It shall be the property of Seller upon the Effective Date and shall be a credit to Buyer at Closing. The Due Diligence Fee shall be non-refundable except in the event of a material breach of this Contract by Seller, or if this Contract is terminated under Paragraph 6(l) or Paragraph 9, or as otherwise provided in any addendum hereto. Buyer and Seller each expressly waive any right that they may have to deny the right to conduct Due Diligence or to assert any defense as to the enforceability of this Contract based on the absence or alleged insufficiency of any Due Diligence Fee, it being the intent of the parties to create a legally binding contract for the purchase and sale of the Property without regard to the existence or amount of any Due Diligence Fee.

(j) "Due Diligence Period": The period beginning on the Effective Date and extending through 5:00 p.m. ten (10) days after the Seller accepts the Offer to Purchase and the upset period of NCGS § 153A-176 and 160A-269 have expired with *TIME BEING OF THE ESSENCE* with regard to said date.

(k) "Settlement": The proper execution and delivery to the closing attorney of all documents necessary to complete the transaction contemplated by this Contract, including the deed, settlement statement, deed of trust and other loan or conveyance documents, and the closing attorney's receipt of all funds necessary to complete such transaction.

(l) "Settlement Date": The parties agree that Settlement will take place twenty (20) days after the upset period of NCGS § 153A-176 and 160A-269 have expired (the "Settlement Date"), unless otherwise agreed in writing, at a time and place designated by Buyer.

(m) "Closing": The completion of the legal process which results in the transfer of title to the Property from Seller to Buyer, which includes the following steps: (1) the Settlement (defined above); (2) the completion of a satisfactory title update to the Property following the Settlement; (3) the closing attorney's receipt of authorization to disburse all necessary funds; and (4) recordation in the appropriate county registry of the deed(s) and deed(s) of trust, if any, which shall take place as soon as reasonably possible for the closing attorney after Settlement. Upon Closing, the proceeds of sale shall be disbursed by the closing attorney in accordance with the settlement statement and the provisions of Chapter 45A of the North Carolina General Statutes. If the title update should reveal unexpected liens, encumbrances or other title defects, or if the closing attorney is not authorized to disburse all necessary funds, then the Closing shall be suspended and the Settlement deemed delayed under Paragraph 10 (Delay in Settlement/Closing).

WARNING: The North Carolina State Bar has determined that the performance of most acts and services required for a closing constitutes the practice of law and must be performed only by an attorney licensed to practice law in North Carolina. State law prohibits unlicensed individuals or firms from rendering legal services or advice. Although non-attorney settlement agents may perform limited services in connection with a closing, they may not perform all the acts and services required to complete a closing. A closing involves significant legal issues that should be handled by an attorney. Accordingly it is the position of the North Carolina Bar Association and the North Carolina Association of REALTORS® that all buyers should hire an attorney licensed in North Carolina to perform a closing.

(n) "Special Assessments": A charge against the Property by a governmental authority in addition to ad valorem taxes and recurring governmental service fees levied with such taxes, or by an owners' association in addition to any regular assessment (dues), either of which may be a lien against the Property. A Special Assessment may be either proposed or confirmed.

"Proposed Special Assessment": A Special Assessment that is under formal consideration but which has not been approved prior to Settlement.

"Confirmed Special Assessment": A Special Assessment that has been approved prior to Settlement whether or not it is fully payable at time of Settlement.

2. BUYER'S DUE DILIGENCE PROCESS:

(a) Loan: During the Due Diligence Period, Buyer, at Buyer's expense, shall be entitled to pursue qualification for and approval of the Loan if any.

(b) Property Investigation: During the Due Diligence Period, Buyer or Buyer's agents or representatives, at Buyer's expense, shall be entitled to conduct all desired tests, surveys, appraisals, investigations, examinations and inspections of the Property as Buyer deems appropriate, including but NOT limited to the following:

- (i) **Soil And Environmental:** Reports to determine whether the soil is suitable for Buyer's intended use and whether there is any environmental contamination, law, rule or regulation that may prohibit, restrict or limit Buyer's intended use.
- (ii) **Septic/Sewer System:** Any applicable investigation(s) to determine: (1) the condition of an existing sewage system, (2) the costs and expenses to install a sewage system approved by an existing Improvement Permit, (3) the availability and expense to connect to a public or community sewer system, and/or (4) whether an Improvement Permit or written evaluation may be obtained from the County Health Department for a suitable ground absorption sewage system.
- (iii) **Water:** Any applicable investigation(s) to determine: (1) the condition of an existing private drinking water well, (2) the costs and expenses to install a private drinking water well approved by an existing Construction Permit, (3) the availability, costs and expenses to connect to a public or community water system, or a shared private well, and/or (4) whether a Construction Permit may be obtained from the County Health Department for a private drinking water well.
- (iv) **Review of Documents:** Review of the Declaration of Restrictive Covenants, Bylaws, Articles of Incorporation, Rules and Regulations, and other governing documents of any applicable owners' association and/or subdivision. If the Property is subject to regulation by an owners' association, it is recommended that Buyer review the completed Owners' Association And Addendum (Standard Form 2A12-T) provided by Seller prior to signing this offer.
- (v) **Appraisals:** An appraisal of the Property
- (vi) **Survey:** A survey to determine whether the property is suitable for Buyer's intended use and the location of easements, setbacks, property boundaries and other issues which may or may not constitute title defects.
- (vii) **Zoning and Governmental Regulation:** Investigation of current or proposed zoning or other governmental regulation that may affect Buyer's intended use of the Property, adjacent land uses, planned or proposed road construction, and school attendance zones.
- (viii) **Flood Hazard:** Investigation of potential flood hazards on the Property, and/or any requirement to purchase flood insurance in order to obtain the Loan.
- (ix) **Utilities and Access:** Availability, quality, and obligations for maintenance of utilities including electric, gas, communication services, stormwater management, and means of access to the Property and amenities.
- (x) **Streets/Roads:** Investigation of the status of the street/road upon which the Property fronts as well as any other street/road used to access the Property, including: (1) whether any street(s)/road(s) are public or private, (2) whether any street(s)/road(s) designated as public are accepted for maintenance by the State of NC or any municipality, or (3) if private, the consequences and responsibility for maintenance and the existence and terms of any maintenance agreements.

(c) **Buyer's Obligation to Repair Damage:** Buyer shall, at Buyer's expense, promptly repair any damage to the Property resulting from any activities of Buyer and Buyer's agents and contractors, but Buyer shall not be responsible for any damage caused by accepted practices applicable to any N.C. licensed professional performing reasonable appraisals, tests, surveys, examinations and inspections of the Property. This repair obligation shall survive any termination of this Contract.

(d) **Indemnity:** Buyer will indemnify and hold Seller harmless from all loss, damage, claims, suits or costs, which shall arise out of any contract, agreement, or injury to any person or property as a result of any activities of Buyer and Buyer's agents and contractors relating to the Property except for any loss, damage, claim, suit or cost arising out of pre-existing conditions of the Property and/or out of Seller's negligence or willful acts or omissions. This indemnity shall survive this Contract and any termination hereof.

(e) **Buyer's Right to Terminate:** Buyer shall have the right to terminate this Contract for any reason or no reason, by delivering to Seller written notice of termination (the "Termination Notice") during the Due Diligence Period (or any agreed-upon written extension of the Due Diligence Period), *TIME BEING OF THE ESSENCE*. If Buyer timely delivers the Termination Notice, this Contract shall be terminated and the Earnest Money Deposit shall be refunded to Buyer.

WARNING: If Buyer is not satisfied with the results or progress of Buyer's Due Diligence, Buyer should terminate this Contract, *prior to the expiration of the Due Diligence Period*, unless Buyer can obtain a written extension from Seller. SELLER IS NOT OBLIGATED TO GRANT AN EXTENSION. Although Buyer may continue to investigate the Property following the expiration of the Due Diligence Period, Buyer's failure to deliver a Termination Notice to Seller prior to the expiration of the Due Diligence Period shall constitute a waiver by Buyer of any right to terminate this Contract based on any matter relating to Buyer's Due Diligence. Provided however, following the Due Diligence Period, Buyer may still exercise a right to terminate if Seller fails to materially comply with any of Seller's obligations under paragraph 6 of this Contract or for any other reason permitted under the terms of this Contract or North Carolina law.

(f) **CLOSING SHALL CONSTITUTE ACCEPTANCE OF THE PROPERTY IN ITS THEN EXISTING CONDITION UNLESS PROVISION IS OTHERWISE MADE IN WRITING.**

3. **BUYER REPRESENTATIONS:**

(a) **Loan:** Buyer does not have to obtain a new loan in order to purchase the Property

(b) **Other Property:** Buyer does not have to sell or lease other real property in order to qualify for a new loan or to complete purchase.

(c) **Performance of Buyer's Financial Obligations:** To the best of Buyer's knowledge, there are no other circumstances or conditions existing as of the date of this offer that would prohibit Buyer from performing Buyer's financial obligations in accordance with this Contract, except as may be specifically set forth herein.

4. **BUYER OBLIGATIONS:**

(a) **Owners' Association Fees/Charges:** Buyer shall pay any fees required for confirming account payment information on owners' association dues or assessments for payment or proration and any charge made by the owners' association in connection with the disposition of the Property to Buyer, including any transfer and/or document fee imposed by the owners' association.

Buyer shall not be responsible for fees incurred by Seller in completing the Owners' Association Disclosure and Addendum For Properties Exempt from Residential Property Disclosure Statement.

(b) **Responsibility for Proposed Special Assessments:** Buyer shall take title subject to all Proposed Special Assessments.

(c) **Responsibility for Certain Costs:** Buyer shall be responsible for all costs with respect to any loan obtained by Buyer, appraisal, title search, title insurance, recording the deed and for preparation and recording of all instruments required to secure the balance of the Purchase Price unpaid at Settlement.

5. **SELLER REPRESENTATIONS:**

(a) **Ownership:** Seller represents that Seller has owned the Property for less than one year.

(b) **Assessments:** To the best of Seller's knowledge there are no Proposed Special Assessments. Seller warrants that there are no Confirmed Special Assessments.

(c) **Owners' Association(s) and Dues:** To best of Seller's knowledge, ownership of the Property subjects Buyer to regulation by one or more owners' association(s) and governing documents, which impose various mandatory covenants, conditions and restrictions upon the Property and Buyer's enjoyment thereof, including but not limited to obligations to pay regular assessments (dues) and Special Assessments.

(d) **Sewage System Permit:** Seller makes no representations as to the system.

(e) **Private Drinking Water Well Permit:** Seller makes no representations as to a well.

6. **SELLER OBLIGATIONS:**

Buyer initials _____ Seller initials _____

(a) **Evidence of Title:** Seller agrees to use best efforts to deliver to Buyer as soon as reasonably possible after the Effective Date, copies of all title information in possession of or available to Seller, including but not limited to: title insurance policies, attorney's opinions on title, surveys, covenants, deeds, notes and deeds of trust, leases, and easements relating to the Property. Seller authorizes: (1) any attorney presently or previously representing Seller to release and disclose any title insurance policy in such attorney's file to Buyer and both Buyer's and Seller's agents and attorneys; and (2) the Property's title insurer or its agent to release and disclose all materials in the Property's title insurer's (or title insurer's agent's) file to Buyer and both Buyer's and Seller's agents and attorneys.

(b) **Access to Property/Walk-Through Inspection:** Seller shall provide reasonable access to the Property (including working, existing utilities) through the earlier of Closing or possession by Buyer, including, but not limited to, allowing the Buyer an opportunity to conduct a final walk-through inspection of the Property. To the extent applicable, Seller shall also be responsible for timely clearing that portion of the Property required by the County to perform tests, inspections and/or evaluations to determine the suitability of the Property for a sewage system and/or private drinking water well.

(c) **Removal of Seller's Property:** Seller shall remove, by the date possession is made available to Buyer, all personal property which is not a part of the purchase and all garbage and debris from the Property.

(d) **Affidavit And Indemnification Agreement:** Seller shall furnish at Settlement an affidavit(s) and indemnification agreement(s) in form satisfactory to Buyer and Buyer's title insurer, if any, executed by Seller and any person or entity who has performed or furnished labor, services, materials or rental equipment to the Property within 120 days prior to the date of Settlement and who may be entitled to claim a lien against the Property as described in N.C.G.S. §44A-8 verifying that each such person or entity has been paid in full and agreeing to indemnify Buyer, Buyer's lender(s) and Buyer's title insurer against all loss from any cause or claim arising therefrom.

(e) **Designation of Lien Agent, Payment and Satisfaction of Liens:** If required by N.C.G.S. §44A-11.1, Seller shall have designated a Lien Agent, and Seller shall deliver to Buyer as soon as reasonably possible a copy of the appointment of Lien Agent. All deeds of trust, deferred ad valorem taxes, liens and other charges against the Property, not assumed by Buyer, must be paid and satisfied by Seller prior to or at Settlement such that cancellation may be promptly obtained following Closing. Seller shall remain obligated to obtain any such cancellations following Closing.

(f) **Good Title, Legal Access:** Seller shall execute and deliver a SPECIAL WARRANTY DEED for the Property in recordable form no later than Settlement, which shall convey fee simple marketable and insurable title, without exception for mechanics' liens, and free of any other liens, encumbrances or defects, including those which would be revealed by a current and accurate survey of the Property, except: ad valorem taxes for the current year (prorated through the date of Settlement); utility easements and unviolated covenants, conditions or restrictions that do not materially affect the value of the Property; and such other liens, encumbrances or defects as may be assumed or specifically approved by Buyer in writing. The Property must have legal access to a public right of way.

(NOTE: Buyer's failure to terminate this Contract prior to the expiration of the Due Diligence Period as a result of any encumbrance or defect that is or would have been revealed by a title examination of the Property or a current and accurate survey shall not relieve Seller of any obligation under this subparagraph)

(g) **Deed, Excise Taxes:** Seller shall pay for preparation of a deed and all other documents necessary to perform Seller's obligations under this Contract, and for state and county excise taxes required by law. The deed is to be made to: Thomas D. Loftin and Cheryl L. Loftin, or as assigned by them..

(h) **Agreement to Pay Buyer Expenses:** Seller shall pay at Settlement \$ -0- toward any of Buyer's expenses associated with the purchase of the Property.

(i) **Payment of Confirmed Special Assessments:** Seller shall pay all Confirmed Special Assessments, if any, provided that the amount thereof can be reasonably determined or estimated.

(j) **Late Listing Penalties:** All property tax late listing penalties, if any, shall be paid by Seller.

(k) **Owners' Association Disclosure and Addendum For Properties Exempt from Residential Property Disclosure Statement.** Not applicable.

Buyer initials _____ Seller initials _____

(l) **Seller's Failure to Comply or Breach:** If Seller fails to materially comply with any of Seller's obligations under this Paragraph 6 or Seller materially breaches this Contract, and Buyer elects to terminate this Contract as a result of such failure or breach, then the Earnest Money Deposit and the Due Diligence Fee shall be refunded to Buyer and Seller shall reimburse to Buyer the reasonable costs actually incurred by Buyer in connection with Buyer's Due Diligence without affecting any other remedies. If legal proceedings are brought by Buyer against the Seller to recover the Earnest Money Deposit, the Due Diligence Fee and/or the reasonable costs actually incurred by Buyer in connection with Buyer's Due Diligence, the prevailing party in the proceeding shall be entitled to recover from the non-prevailing party reasonable attorney fees and court costs incurred in connection with the proceeding.

7. **PRORATIONS AND ADJUSTMENTS:** The following items shall be prorated through the date of Settlement and either adjusted between the parties or paid at Settlement:

- (a) **Taxes on Real Property:** Ad valorem taxes and recurring governmental service fees levied with such taxes on real property shall be prorated on a calendar year basis;
- (b) **Dues:** Owners' association regular assessments (dues) and other like charges.

8. **CONDITION OF PROPERTY AT CLOSING:** Buyer's obligation to complete the transaction contemplated by this Contract shall be contingent upon the Property being in substantially the same or better condition at Closing as on the date of this offer, reasonable wear and tear excepted.

9. **RISK OF LOSS:** The risk of loss or damage by fire or other casualty prior to Closing shall be upon Seller. If the improvements on the Property are destroyed or materially damaged prior to Closing, Buyer may terminate this Contract by written notice delivered to Seller or Seller's agent and the Earnest Money Deposit and any Due Diligence Fee shall be refunded to Buyer. In the event Buyer does NOT elect to terminate this Contract, Buyer shall be entitled to receive, in addition to the Property, any of Seller's insurance proceeds payable on account of the damage or destruction applicable to the Property being purchased. Seller is advised not to cancel existing insurance on the Property until after confirming recordation of the deed.

10. **DELAY IN SETTLEMENT/CLOSING:** Absent agreement to the contrary in this Contract or any subsequent modification thereto, if a party is unable to complete Settlement by the Settlement Date but intends to complete the transaction and is acting in good faith and with reasonable diligence to proceed to Settlement ("Delaying Party"), and if the other party is ready, willing and able to complete Settlement on the Settlement Date ("Non-Delaying Party") then the Delaying Party shall give as much notice as possible to the Non-Delaying Party and closing attorney and shall be entitled to a delay in Settlement. If the parties fail to complete Settlement and Closing within fourteen (14) days of the Settlement Date (including any amended Settlement Date agreed to in writing by the parties) or to otherwise extend the Settlement Date by written agreement, then the Delaying Party shall be in breach and the Non-Delaying Party may terminate this Contract and shall be entitled to enforce any remedies available to such party under this Contract for the breach.

11. **POSSESSION:** Unless otherwise provided herein, possession shall be delivered at Closing as defined in Paragraph 1(m). No alterations, excavations, tree or vegetation removal or other such activities may be done before possession is delivered

12. **OTHER PROVISIONS AND CONDITIONS:** Not applicable.

13. **ASSIGNMENTS:** This Contract may be assigned, but if assigned, then this Contract shall be binding on the assignee and assignee's heirs and successors.

14. **TAX-DEFERRED EXCHANGE:** In the event Buyer or Seller desires to effect a tax-deferred exchange in connection with the conveyance of the Property, Buyer and Seller agree to cooperate in effecting such exchange; provided, however, that the exchanging party shall be responsible for all additional costs associated with such exchange, and provided further, that a non-exchanging party shall not assume any additional liability with respect to such tax-deferred exchange. Buyer and Seller shall execute such additional documents, including assignment of this Contract in connection therewith, at no cost to the non-exchanging party, as shall be required to give effect to this provision.

15. **PARTIES:** This Contract shall be binding upon and shall inure to the benefit of Buyer and Seller and their respective heirs, successors and assigns. As used herein, words in the singular include the plural and the masculine includes the feminine and neuter genders, as appropriate.

16. **SURVIVAL:** If any provision herein contained which by its nature and effect is required to be observed, kept or performed after the Closing, it shall survive the Closing and remain binding upon and for the benefit of the parties hereto until fully observed, kept or performed.

Buyer initials _____ Seller initials _____

17. **ENTIRE AGREEMENT:** This Contract contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions hereto must be in writing and signed by all parties.

18. **NOTICE:** Any notice or communication to be given to a party herein may be given to the party or to such party's agent. Any written notice or communication in connection with the transaction contemplated by this Contract may be given to a party or a party's agent by sending or transmitting it to any mailing address, e-mail address or fax number set forth in the "Notice Information" section below. Seller and Buyer agree that the "Notice Information" and "Acknowledgment of Receipt of Monies" sections below shall not constitute a material part of this Contract, and that the addition or modification of any information therein shall not constitute a rejection of an offer or the creation of a counteroffer.

19. **EXECUTION:** This Contract may be signed in multiple originals or counterparts, all of which together constitute one and the same instrument, and the parties adopt as their seals the word "SEAL" beside their signatures below.

20. **COMPUTATION OF DAYS:** Unless otherwise provided, for purposes of this Contract, the term "days" shall mean consecutive calendar days, including Saturdays, Sundays, and holidays, whether federal, state, local or religious. For the purposes of calculating days, the count of "days" shall begin on the day following the day upon which any act or notice as provided in this Contract was required to be performed or made.

[THIS SPACE INTENTIONALLY LEFT BLANK]

Buyer initials _____ Seller initials _____

This offer shall become a binding contract on the Effective Date. The Seller and Buyer acknowledge that this contract is subject to an upset bid process as required by NCGS § 153A-176 and 160A-269.

Buyer:

Date: 1-27-16

Thomas D. Loftin
Thomas D. Loftin

Cheryl D. Loftin
Cheryl D. Loftin

14214 Spyglen Lane, Cypress, TX 77429

Date: _____

Seller:

Watauga County, a North Carolina corporate
and body politic chartered by the State of
North Carolina

By: _____
Jimmy Hodges

Chair of the Watauga County Board of County Commissioners

Attest:

Clerk to the
Board of County Commissioners

(CORPORATE SEAL)

814 West King Street, Boone, NC 28605

ESCROW AGENT ACKNOWLEDGMENT OF RECEIPT OF INITIAL EARNEST MONEY DEPOSIT

Paragraph 1(d) of the Offer to Purchase and Contract between Buyer and Seller for the sale of the Property provides for the payment to Escrow Agent of an Initial Earnest Money Deposit in the amount of \$525.00. Escrow Agent as identified in Paragraph 1(f) of the Offer to Purchase and Contract hereby acknowledges receipt of the Initial Earnest Money Deposit and agrees to hold and disburse the same in accordance with the terms of the Offer to Purchase and Contract.

Date: _____

Clerk to the Board of Watauga County Commissioners

By: _____

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AGENDA ITEM 13:**FINANCE MATTERS*****B. Proposed Juvenile Crime Prevention Council (JCPC) Budget Amendment*****MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will request the Board approve a revised Juvenile Crime Prevention Council (JCPC) FY 2015-16 Funding Allocation form. Watauga County JCPC received an additional \$85 and funds allocated to the Crossnore School will not be utilized. Therefore, JCPC recommends transferring \$7,990 in State funds and \$2,397 in County funds to Project Challenge and the same amount to Western Youth Network. No additional County funding is required.

Board approval of the revised funding allocation is requested.



WATAUGA COUNTY FINANCE OFFICE

814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

MEMORANDUM

TO: Deron Geouque, County Manager
FROM: Margaret Pierce, Finance Director
SUBJECT: JCPC Budget Change
DATE: March 24, 2016

Attached please find a revised Juvenile Crime Prevention Council 2015-16 Funding Allocation form. Funds allocated to Crossnore School for temporary emergency housing of juveniles will not be utilized this fiscal year therefore to avoid reverting grant funds the Council is requesting reallocation of the funds.

The JCPC at their March 24 meeting recommended transferring \$7,990 in State funds and \$2,397 in County funds to Project Challenge and the same amounts to Western Youth Network. The Task force is recommended to receive \$85 additional. County dollars will be decreased by \$26. Each program presented a plan for utilization of the additional funding if awarded.

I will be available for any questions and to present this request. Board approval of the revised Funding Allocation is requested.

Watauga County
2015-2016
Revised 3-2016

NC DPS Juvenile Justice, JCPC County Funding Allocation

Available Funds: \$ 114,285 Local Match: \$ 33,251 Rate: 30%

A **Program Agreement Form** for each program listed below is included as an attachment to the Community Prevention and Intervention Plan.

#	Program Provider	DJJDP Funding	LOCAL FUNDING			OTHER	Total	% Non-DJJDP Program Revenues
			Local Cash County	Local Cash Other	Local In-Kind	State/Federal		
1	JCPC Administrative Funds	\$335					\$335	0%
2	Juvenile Mediation	\$11,400	\$3,420				\$14,820	23%
3	Project Challenge	\$49,105	\$13,797		\$935		\$63,837	23%
4	Crossnore School	\$0	\$0				\$0	#DIV/0!
5	Youth Resource Center	\$53,445	\$16,034				\$69,479	23%
6							\$0	#DIV/0!
7							\$0	#DIV/0!
8							\$0	#DIV/0!
9							\$0	#DIV/0!
10							\$0	#DIV/0!
	TOTALS:	\$114,285	\$33,251	\$0	\$935	\$0	\$148,471	23%
	Unallocated Funds	\$0						

The above plan was derived through a planning process by the Watauga County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2015-2016.

 Chairperson, Juvenile Crime Prevention Council (Date)

 Chairperson, Board of County Commissioners (Date)

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AGENDA ITEM 14:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. Board of Education Request for COLA Funding*****MANAGER'S COMMENTS:**

The County budgets the projected COLA for the School Board in a separate line item to cover the amount established by the State. The County budgeted \$95,263 or a 1.5% COLA, however the State provided a \$750 flat amount which totaled \$154,733.41. The difference between the budgeted amount of \$95,263 and the actual of \$154,733.41 is \$59,470.41.

Historical experience has been for the County to provide the COLA amount for the non-state positions when the State has awarded a COLA. Staff would recommend the Board authorize the additional \$59,470.41 from the administrative contingency to pay for the COLA for the non-state positions.

Board action is required.



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
P.O. BOX 1790 BOONE N.C. 28607

TEL: (828) 264-7190
FAX: (828) 264-7196

TO: Margaret Pierce, Finance Director
Watauga County

FROM: Ly Marze, Finance Officer
Watauga County Schools

DATE: March 15, 2016

RE: 2015-16 COLA Request

Watauga County Schools respectfully requests \$154,733.41 for the one-time state mandated bonus of up to \$750 per employee paid out in December 2015.

Thank you.

AGENDA ITEM 14:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Proposed Update to Social Services Records Retention and Disposition Schedule

MANAGER'S COMMENTS:

The North Carolina Department of Cultural Resources recently amended the County Social Services records retention schedule. The changes are minor and are included for your review.

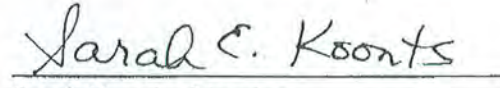
Staff would recommend that the Board approve the changes to the County Social Services records retention schedules.

Board action is required.

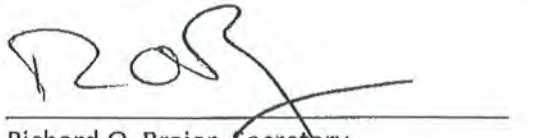
It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED


Wayne E. Black, Director
DHHS, Division of Social Services


Sarah Koonts, Director
Division of Archives and Records

APPROVED


Richard O. Brajer, Secretary
Department of Health and Human Services


Susan Kluttz, Secretary
Department of Natural and Cultural
Resources

ACKNOWLEDGED (AGREED TO COMPLY)


County Social Services Agency, Director

Chairman, Local County Board of Social
Services, Consolidated Human Services
Board, or Board of County Commissioners

County

_____, 2016

COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE
January 1, 2016

Program Operational Records: Social Services Administration

Changes	New Items	Discontinued Items
	AFFORDABLE CARE ACT (ACA) NAVIGATOR RECORDS	
COMPLAINTS: ALL SERVICE AREAS: change disposition for (a) to destroy after 1 year from destroy when administrative value ends		
CLIENT ACCOUNT FINANCIAL SERVICE RECORDS (TRUST ACCOUNTS)		
COMPUTER REPORTS AND PRINTOUTS		
FRAUD AND PROGRAM INTEGRITY CASE MANAGEMENT RECORDS: add disposition (b) for Food and Nutrition Services and Work First Assistance records		
UNCLAIMED BODY CASE RECORDS		
WORKER DAILY REPORT OF SERVICES TO CLIENTS (DAY SHEETS)		
	WORKER DAILY TRANSPORTATION SCHEDULES	
	YOUTH EMPLOYMENT CERTIFICATE RECORDS	

Program Operational Records: Adult Services

Changes	New Items	Discontinued Items
ADULT CARE FACILITY LICENSURE RECORDS		
ADULT CARE PLACEMENT PROGRAM RECORDS		

Changes	New Items	Discontinued Items
ADULT DAY CARE AND DAY HEALTH SERVICES CASE MANAGEMENT RECORDS: name changed from ADULT CARE AND HEALTH SERVICES CASE MANAGEMENT RECORDS		
ADULT IN-HOME SERVICES CASE MANAGEMENT RECORDS		
ADULT PROTECTIVE SERVICES CASE MANAGEMENT RECORDS		
ADULT SERVICES MASTER INDEX		
COMMUNITY ALTERNATIVES PROGRAM FOR DISABLED ADULTS (CAP/DA) CASE RECORDS: named changed from COMMUNITY ALTERNATIVE PROGRAM CASE RECORDS		
GUARDIANSHIP AND REPRESENTATIVE PAYEE CASE MANAGEMENT RECORDS		
GUARDIANSHIP CENTRAL REGISTRY		
	GUARDIANSHIP MASTER INDEX	
	GUARDIANSHIPS (TERMINATED) LISTING	
	HOUSING ASSISTANCE AND HOME IMPROVEMENT SERVICES RECORDS	
INFORMATION AND REFERRAL SERVICES RECORDS		
NUTRITION SERVICES CASE MANAGEMENT RECORDS		
SPECIAL ASSISTANCE FOR ADULTS (STATE-COUNTY) CASE MANAGEMENT RECORDS		
	SPECIAL ASSISTANCE SERVICES TO THE BLIND AND VISUALLY IMPAIRED RECORDS	

Changes	New Items	Discontinued Items
TRANSPORTATION SERVICES CASE MANAGEMENT RECORDS		
		200% FEDERAL POVERTY LEVEL CASE MANAGEMENT RECORDS

Program Operational Records: Child Support Services

Changes	New Items	Discontinued Items
CHILD SUPPORT SERVICES CASE MANAGEMENT RECORDS: name changed from CHILD SUPPORT ENFORCEMENT CASE MANAGEMENT RECORDS		

Program Operational Records: Economic Assistance Services

Changes	New Items	Discontinued Items
	BURIAL AND CREMATION ASSISTANCE RECORDS	
CHILD CARE (SUBSIDIZED) CASE MANAGEMENT RECORDS		
CHILD CARE LICENSING RECORDS		
CHILD CARE RESOURCE AND REFERRAL NETWORK RECORDS		
CHILD CARE SERVICES WAITING LISTS		
CHILD CARE VENDOR/DAY CARE PROVIDER RECORDS		
	CRISIS INTERVENTION PROGRAM AND ENERGY ASSISTANCE CASE MANAGEMENT RECORDS	

Changes	New Items	Discontinued Items
EMERGENCY ASSISTANCE CASE MANAGEMENT RECORDS		
FIRST STOP EMPLOYMENT ASSISTANCE CASE MANAGEMENT RECORDS		
FOOD AND NUTRITION SERVICES (FOOD STAMP PROGRAM) CASE MANAGEMENT RECORDS: name changed from FOOD ASSISTANCE CASE MANAGEMENT RECORDS		
LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP) CASE MANAGEMENT RECORDS		
MEDICAID: ADULT CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		
MEDICAID: FAMILIES AND CHILDREN CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		
	NORTH CAROLINA HEALTH CHOICE RECORDS	
REFUGEE ASSISTANCE SERVICES CASE RECORDS		
SPECIAL ASSISTANCE (REST HOME) SERVICES CASE RECORDS		
WORK FIRST ASSISTANCE (TANF) CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		

Program Operational Records: Family and Children's Services

Changes	New Items	Discontinued Items
ADOPTION ASSISTANCE CASE RECORDS		
ADOPTION CASE RECORDS		
ADOPTION CLEARINGHOUSE RECORDS: change disposition to destroy when administrative value ends from destroy when administrative value ends or after 2 years, whichever occurs first		
ADULT AND FAMILY ADJUSTMENT SERVICES CASE MANAGEMENT RECORDS		
	AT-RISK CASE MANAGEMENT SERVICES RECORDS	
CHILD FATALITY PREVENTION RECORDS		
CHILD PROTECTIVE SERVICES CASE RECORDS		
	DELINQUENCY PREVENTION SERVICES RECORDS	
FAMILY PLANNING SERVICES CASE MANAGEMENT RECORDS		
FAMILY PRESERVATION AND PERMANENCY PLANNING SERVICES CASE MANAGEMENT RECORDS: name changed from FAMILY PRESERVATION CASE MANAGEMENT RECORDS		
FAMILY SERVICES CASE PLAN MANAGEMENT RECORDS		
FAMILY SUPPORT AND FAMILY RESOURCE CENTER PROGRAM RECORDS		
FOSTER CARE AND CHILD PLACEMENT SERVICES CASE MANAGEMENT RECORDS		
	FOSTER CARE ASSISTANCE RECORDS	

Changes	New Items	Discontinued Items
FOSTER HOME AND FACILITY LICENSURE RECORDS		
FOSTER HOME AND FACILITY RECRUITMENT RECORDS		
	INDEPENDENT LIVING SERVICES (NC LINKS) PROGRAM RECORDS	
	SCHOOL SOCIAL WORK SERVICES CASE MANAGEMENT RECORDS	

RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY SOCIAL SERVICES AGENCIES



Issued By:



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

January 1, 2016

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County Social Services Agencies Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. 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. The county social services agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, 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. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

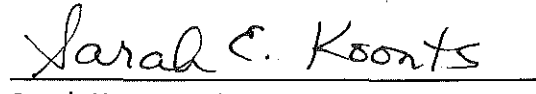
This county social services agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when *"reference value ends."* The county social services agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction *"destroy when reference value ends."* If a county social services agency does not establish internal policies and retention periods, the county 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."*

The county social services agency 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. The agency agrees 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.


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 is to remain in effect from the date of approval until it is reviewed and updated.


APPROVAL RECOMMENDED


Wayne E. Black, Director
DHHS, Division of Social Services


Sarah Koonts, Director
Division of Archives and Records

APPROVED


Richard O. Brajer, Secretary
Department of Health and Human Services


Susan Kluttz, Secretary
Department of Natural and Cultural
Resources

ACKNOWLEDGED (AGREED TO COMPLY)

County Social Services Agency, Director

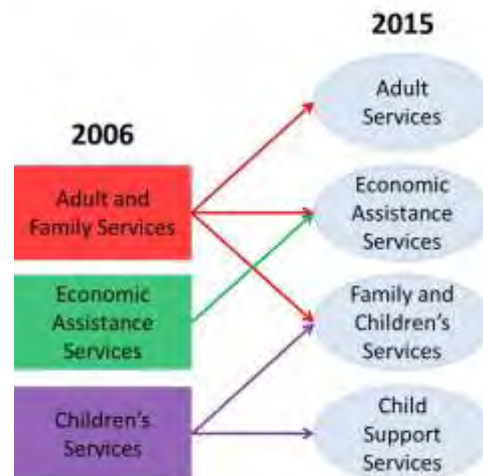
Chairman, Local County Board of Social
Services, Consolidated Human Services
Board, or Board of County Commissioners

County

_____, 2016

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may only destroy public records 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 Richard Pearce-Moses, *A Glossary of Archival and Records 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."
- ✓ This schedule applies to the records of county departments of social services and the social services records of county consolidated health and human services agencies pursuant to Session Law 2012-126, which amended G.S. §153A-77 to allow for the consolidation of these agencies.
- ✓ Program Operational Records standards were updated to reflect the organization of county social services agencies, as depicted below. Please contact a Records Management Analyst if you would like a crosswalk between this schedule and the superseded 2006 schedule.



Reorganization of Program Operational Records Standards

- ✓ Records listed in Program Operational Records (Standards 6 through 10) and Budget, Fiscal, and Payroll Records (Standard 2) must be retained until released from all audits by the state Department of Health and Human Services (DHHS) Office of the Controller. The DHHS Office of the Controller provides this release through its North Carolina DHHS Records Retention and Disposition Schedule for Grants (DHHS Records Schedule for Grants), published semiannually on the DHHS Office of the Controller's website at <http://www.ncdhhs.gov/control/retention/retention.htm>. All financial and programmatic records, supporting documents, statistical records, and other records pertinent to a federal award must be retained in accordance with the DHHS Records Schedule for Grants.
- ✓ The DHHS Records Schedule for Grants lists, by federal funding source, the earliest date that records may be destroyed. To use the DHHS Records Schedule for Grants, you must know the federal funding sources that support the specific records in question. For each record, you must identify:
 - Which services are covered in the record;
 - The records retention and disposition instructions in this *County Social Services Agencies Records Retention and Disposition Schedule*;
 - How those programs are funded; and
 - If federally funded, whether the federal funding sources have been cleared for disposition by the DHHS Records Schedule for Grants.
- ✓ This *County Social Services Agencies Records Retention and Disposition Schedule* must be used in conjunction with the DHHS Records Schedule for Grants. Where there is a discrepancy between this schedule, the DHHS Records Schedule for Grants, any American Psychological Association rules, or any state or federal statutes or legal requirements, you must use the most restrictive, i.e., the longest, retention period.
- ✓ Records of programs and services fully or partially funded by Medicaid must be retained for a minimum of 10 years.
- ✓ NC FAST (North Carolina Families Accessing Services through Technology) is overseen by DHHS. NC FAST is intended to facilitate file access and encourage collaboration. According to the Office of NC FAST, the NC FAST Document Management System does not change the retention guidelines established by this schedule and the DHHS Records Schedule for Grants.
- ✓ E-mail is a record as defined by G.S. § 121-5 and G.S. § 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.

- ✓ 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, utilizing the retention schedule, e-mail management, and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming services for the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

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 the North Carolina Department of Natural and Cultural Resources and the North Carolina Department of Health and Human Services (DHHS).

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

Q. How do I get this schedule approved?

- A.** Your County Board of Social Services, County Human Services Board, or County Board of Commissioners must acknowledge by signature that they agree to comply with this schedule for use in your county. That acknowledgement 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 of 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.
-

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. G.S. § 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 G.S. § 132-6 and the definition of public records in G.S. § 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. They must also have a preservation duplicate, which is either a paper or microfilm copy. See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Cultural Resources (<http://archives.ncdcr.gov/Portals/26/PDF/guidelines/Humreadabledupspolicy.pdf>).

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. 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. *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 of 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) 296-7230 extension 224. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS

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**, page 2, item 7, and **AUDITS: FINANCIAL**, page 17, item 5.) 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.”¹

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 characteristic, 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 Schedule for State Agency Records, 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 Schedule for State Agency Records 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 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

¹ *A Glossary of Archival and Records Terminology*, Richard Pearce-Moses (2005)

- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Working papers supporting certain financial, legal, and other mission-critical functions, however, may continue to have value even after the final, official copy has been approved. To retain these records appropriately, consult the General Schedule for State Agency Records or your office's Program Records Retention and Disposition Schedule.

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 the following link: http://archives.ncdcr.gov/Portals/26/PDF/guidelines/electronic_signature_policy.pdf

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 Richard Pearce-Moses, *A Glossary of Archival and Records 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 bold, uppercase letters. 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.

NOTICES OF PUBLIC MEETINGS
Includes notices and regular meeting schedules.

See also **AFFIDAVITS OF PUBLICATION**, page 42, item 1.

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 ix.

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.	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES	a) Retain in office official copy permanently. b) Destroy in office remaining records after 3 years.	
2.	AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. See also MINUTES OF PUBLIC BODIES , page 9, item 36.	a) Retain in office records with historical value permanently. b) Destroy in office other records when reference value ends. [†] Agency Policy: Destroy in office after _____	
3.	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 after 1 year.	
4.	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

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

[†] See signature page. The agency hereby agrees that it 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.” Please use the space provided.

¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	ASSOCIATIONS AND ORGANIZATIONS Records concerning associations, organizations, groups, etc., with which the agency is involved.	Destroy in office after 2 years.	
6.	AUDIO AND VIDEO RECORDINGS OF MEETINGS	Destroy in office after approval of official written minutes.	
7.	AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, and related records. See also AUDITS: FINANCIAL , page 17, item 5.	a) Retain in office reports permanently. b) Destroy in office working papers and remaining records 3 years after the date of the report.	
8.	 BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer to new owner when agency relinquishes ownership of building or facility. b) Retain in office for life of structure and then destroy.	Confidentiality: G.S. § 132-1.7
9.	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. See also BIDS FOR PURCHASE , page 18, item 9, and PROJECTS , page 12, item 47.	Destroy in office 1 year after completion of project.	

1

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

† See signature page. The agency hereby agrees that it 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.” Please use the space provided.

¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	BULLETINS	Destroy in office when superseded or obsolete.	
11.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
12.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
13.	CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes petitions signed by citizens requesting action or routine requests for service or information. Also includes requests for reasonable accommodation under Title II of the Americans with Disabilities Act, including survey of agency buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence (including e-mail), resolutions, and solutions to access problems. See also CIVIL RIGHTS RECORDS , page 32, item 3.	a) Transfer records as applicable to LITIGATION CASE RECORDS , page 35, item 13. b) Destroy in office informal complaints, petitions, and requests 1 year after resolution.* c) Destroy in office accommodation requests and complaints 2 years after resolution.*	Authority: 42 USC 12132
14.	CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. Also includes strategic plans as well as goals and objectives.</p>	<p>a) Retain in office official copy permanently. b) Destroy in office background surveys, studies, reports, and drafts 5 years after adoption of plan.</p>	
16.	<p>CONFERENCES AND WORKSHOPS 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, page 51, item 43.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 1 year.</p>	
17.	<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, voicemail, and text or instant messages, see ELECTRONIC RECORDS, page 86.</p>	<p>a) Transfer correspondence (including e-mail) with historical value to HISTORY RECORDS, page 7, item 28, after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. 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>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	CUSTOMER CALL CENTER RECORDINGS Recordings of calls to customer service centers made for quality assurance and training purposes.	Destroy in office after 30 days.	
19.	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. See also BILLING AND CLAIMS , page 18, item 10, and GRANTS , page 7, item 27.	a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year. b) Destroy in office records documenting all other maintenance and repairs after 3 years. c) Destroy in office warranties 1 year after expiration.	
20.	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.	
21.	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, 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.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	<p>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency owned facilities.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of facilities after 1 year.</p> <p>b) Destroy in office records documenting all other facility maintenance, repair, and inspection (including plumbing, electrical, fire, and other systems) after 3 years.</p>	
23.	<p>FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.</p>	Destroy in office when superseded or obsolete.	
24.	<p>FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Include records concerning solicitations requesting and donations providing money or in-kind donations for agency programs.</p> <p>See also DONATIONS AND SOLICITATIONS, page 20, item 20.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after 1 year.</p>	
25.	GRANT CONTRACT APPEALS CASES	Destroy in office 10 years after final action or decision.*	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<p>GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.</p>	<p>a) Transfer records concerning approved grants to GRANTS, page 7, item 27. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.[†] Agency Policy: Destroy in office after _____</p>	
27.	<p>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. See also GRANTS: FINANCIAL, page 21, item 23.</p>	<p>a) Destroy in office 5 years after annual financial report is filed.* b) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p>	Retention: 09 NCAC 03M .0703
28.	<p>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.</p>	<p>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 _____</p>	
29.	<p>INDICES Listings of where specific information can be found. Includes index of computer databases.</p>	Destroy in office when superseded or obsolete.	Authority: G.S. § 132-6.1(b)

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30.	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 _____	
31.	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	
32.	ITINERARIES Records concerning scheduled plans of agency personnel.	Destroy in office after 1 year.	
33.	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 _____	
34.	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.	
35.	 MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification 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


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	<p>MINUTES OF PUBLIC BODIES</p> <p>Includes official and reference copies of the 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 MICROFILM section on page 88 for instructions on microfilming.</p> <p>See also AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 6.</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards.</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>
37.	 <p>MINUTES (STAFF MEETINGS)</p> <p>Minutes of staff meetings, including all referenced and attached documentation.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after 1 year.</p>	<p>Confidentiality: G.S. § 143-318.10(c)</p>


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38.	NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules. See also AFFIDAVITS OF PUBLICATION , page 31, item 1, and PUBLICITY RECORDS , page 79, item 5.	Destroy in office after 1 year.	
39.	 OFFICE SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings.	a) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to DISCIPLINARY ACTIONS , page 40, item 12, or LITIGATION CASE RECORDS , page 35, item 13. b) Destroy in office recordings not required to support known investigations or litigation after 30 days. c) Destroy in office remaining records after 1 year.	Confidentiality: G.S. § 132-1.7
40.	ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS Records documenting the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when ordinance or resolution is no longer in effect.	
41.	ORDINANCES Includes code of ordinances. See the MICROFILM section on page 88 for instructions on microfilming.	a) Retain in office official copy permanently. b) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	PARKING Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
43.	PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.	Destroy in office after 3 years.*	
44.	POLICIES AND PROCEDURES 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. See also POLICIES AND PROCEDURES (PERSONNEL) , page 48, item 32, and ELECTRONIC RECORDS POLICIES AND PROCEDURES , page 27, item 5.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
45.	PRICE QUOTATIONS	Destroy in office after 1 year.	
46.	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 _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
47.	PROJECTS Includes project correspondence (including e-mail), final reports, specifications, notices to proceed, cost estimates, change orders, and similar documentation.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
48.	PROPERTY INVENTORIES Inventories describing the type of property (including equipment and facilities), its location, and related information.	Destroy in office when superseded or obsolete.	
49.	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation.	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	
50.	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records.	Destroy in office 2 years after resolution.*	
51.	PUBLICATIONS RECEIVED Includes books, magazines, periodicals, pamphlets, brochures, journals, and newspapers, whether printed or electronic.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
52.	RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation 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.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
53.	<p>REFERENCE (READING) FILE</p> <p>Subject files containing informational copies of records organized by areas of interest. Also includes reference copies of documents.</p>	<p>Destroy in office when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	
54.	<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.</p> <p>See also CIVIL RIGHTS RECORDS, page 32, item 3, and COMPREHENSIVE PLAN, page 4, item 15.</p>	<p>a) Retain in office 1 copy of all annual and biennial reports permanently.</p> <p>b) Retain in office reports and studies prepared by request of an agency’s governing body or a court permanently.</p> <p>c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years.</p> <p>d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis, after 1 year.</p> <p>e) 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>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
55.	<p>REQUESTS FOR INFORMATION Requests received and responses issued by the agency.</p> <p>See also PUBLIC RECORDS REQUESTS, page 12, item 50.</p>	Destroy in office after 1 year.	
56.	<p>REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency.</p> <p>See also BIDS FOR PURCHASE, page 18, item 9, and PRICE QUOTATIONS, page 11, item 45.</p>	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
57.	<p>RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the MICROFILM section on page 88 for instructions on microfilming.</p>	a) Retain in office one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when reference value ends.† Agency Policy: Destroy in office after _____ c) Destroy in office development records when reference value ends.† Agency Policy: Destroy in office after _____	
58.	<p>SURPLUS PROPERTY Inventories and reports of agency property to be surplus.</p>	Destroy in office 3 years after disposition of property.*	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
59.	TRAVEL REQUESTS	Destroy in office after 1 year.*	
60.	VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet. See also VEHICLE TITLES , page 35, item 15.	Destroy in office when superseded.	
61.	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) Destroy in office 1 year after work is completed.* b) If this is the only record documenting completed work, follow disposition instructions for FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS , page 6, item 22, or EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS , page 5, item 19.	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection, and accounting of county social services agencies. Please note those records indicated that may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
3.	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including supporting documentation and write-off authorization.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval.</p> <p>See also BUDGET REPORTS, page 18, item 11.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i></p>	Authority: G.S. § 159-11
5.	<p>AUDITS: FINANCIAL Records concerning internal and external audits. Includes reports, working papers, and related records.</p> <p>See also AUDITS: PERFORMANCE, page 2, item 7.</p>	<p>a) Retain in office reports permanently.</p> <p>b) Destroy in office working papers and remaining records 3 years after the date of the report.*</p>	Authority: G.S. § 159-34
6.	<p>AUTHORIZATION FORMS Authorization to purchase materials.</p>	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
7.	<p>BANK STATEMENTS, RECEIPTS, AND RECONCILIATIONS Includes cash, credit and debit card, and purchasing card statements and receipts for agency purchases. Also includes reconciliation reports.</p>	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>BIDS FOR DISPOSAL OF PROPERTY</p> <p>Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction.</p> <p>See also SALES INFORMATION, page 24, item 34.</p>	Destroy in office all records after the disposition of property has been recorded in governing board's minutes.*	Authority: G.S. § 153A-176
9.	<p>BIDS FOR PURCHASE</p> <p>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.</p>	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 143 Article 8
10.	<p>BILLING AND CLAIMS</p> <p>Records used as the basis for payment of bills and claims for damages made by and against the agency.</p>	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
11.	<p>BUDGET REPORTS</p> <p>Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations.</p> <p>See also ANNUAL BUDGET, page 17, item 4.</p>	<p>a) Destroy in office daily detail reports after 1 year.*</p> <p>b) Destroy in office remaining reports after 3 years.*</p>	



2

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 159-10
13.	CASH REPORTS Status of cash. Reports include receipts, disbursements, and encumbrances.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
14.	CHECK REGISTERS AND STUBS Registers listing for all checks written from various funds. Also includes stubs for checks written on agency accounts as well as cancelled checks.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
15.	 CREDIT CARD AND DEBIT SLIPS Records of payments received from customers in the transaction of agency business.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 132-1.2(2) G.S. § 132-1.10(b)(5)
16.	 CREDIT CARD ASSIGNMENTS Records of assignation of agency credit cards and purchasing cards.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 132-1.2(2) G.S. § 132-1.10(b)(5)


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	DEPOSITS	a) Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 159-32
18.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
19.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS  Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.10 (b)(5)
20.	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 , page 6, item 24.	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
21.	FINANCIAL JOURNALS AND LEDGERS	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE


ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	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).	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
23.	GRANTS: FINANCIAL Records concerning approved federal, state, and private grants. Includes all relevant accounting, purchasing, payroll, and financial records. See also GRANTS , page 7, item 27.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Retention: 09 NCAC 03M .0703
24.	INVESTMENTS Includes fund information, portfolio listings and reports, balance sheets, requests to invest and withdraw, notices, and other related account activity documentation.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 159-30
25.	INVOICES	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

2

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 159-33
27.	LONGEVITY PAY	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
28.	 <p>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 individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.</p> <p>See also TIME SHEETS, CARDS, AND ATTENDANCE RECORDS, page 24, item 35.</p>	<ul style="list-style-type: none"> a) Transfer records documenting personnel actions to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30. b) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. c) Destroy in office remaining records after 3 years.* 	Authority: 26 CFR 31.6001-1 26 CFR 31.6001-4(a) 29 CFR 516.2 Confidentiality: G.S. § 132-1.10 G.S. § 153A-98 Retention: 29 CFR 516.5 29 CFR 1627.3(a)


2

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	 PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include tax records. See also WITHHOLDING TAXES , page 25, item 39.	a) Destroy in office deduction authorization forms when superseded or obsolete.* b) Destroy in office remaining records after 3 years.*	Confidentiality: G.S. § 153A-98
30.	PURCHASE ORDERS Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services. See also GRANTS: FINANCIAL , page 21, item 23.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹ <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>	
31.	REFUND REPORTS Reports listing returns of revenue.	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
32.	REQUISITIONS Requests for payment of parts and inventory items.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE



ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	RETURNED CHECKS Records concerning third party checks returned for insufficient funds.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
34.	SALES INFORMATION Records of sale of agency property and equipment. See also BIDS FOR DISPOSAL OF PROPERTY , page 18, item 8.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
35.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. See also PAYROLL AND EARNINGS RECORDS , page 22, item 28.	Destroy in office after 2 years.*	Retention: 29 CFR 516.6
36.	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. See also GRANTS: FINANCIAL , page 21, item 23.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
37.	UTILITY USAGE LOGS AND BILLS Includes bills and usage logs for telephone and other utilities and related services used by the agency.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38. 	VENDORS Files maintained on specific vendors. Includes Federal Tax Identification Number, name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.10(b)(5)
39. 	WITHHOLDING TAXES Records concerning taxes withheld from individual employees' income taxes. Includes wage and income tax reports, NC Department of Revenue form NC-4, IRS forms W-2, W-3, W-4, and 1099, and similar records of withheld federal and state income taxes. Also includes IRS form 941 and other records of tax liabilities to the IRS and NC Department of Revenue.	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 4 years.*	Authority: 26 CFR 31.6001-4 29 CFR 1627.3 Confidentiality: G.S. § 153A-98 Retention: 26 CFR 31.6001-1

2

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STANDARD 3: 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 3: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	AUDITS: SYSTEMS Records documenting user actions affecting the contents of monitored systems.	Destroy in office after 3 years.*	Confidentiality: G.S. § 132-6.1(c)
2.	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.	
3.	DIGITIZATION AND SCANNING RECORDS Records concerning imaging operations. Includes scanning and data entry quality control records and audit reports.	Destroy in office after 3 years.	




3

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE


ITEM #	STANDARD 3: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	DISASTER PREPAREDNESS AND RECOVERY PLANS Records concerning the protection and reestablishment of data processing services and equipment in case of a disaster. See also DISASTER AND EMERGENCY MANAGEMENT PLANS , page 82, item 3.	a) Retain in office records documenting past disaster recovery actions permanently. b) Destroy in office all other records when superseded or obsolete. <i>Retention Note: Disaster preparedness and recovery plans should be stored in a secure, off-site location.</i>	Confidentiality: G.S. § 132-1.7(b) G.S. § 132-6.1(c)
5. 	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 when superseded or obsolete.	Confidentiality: G.S. § 132-1.7(b) G.S. § 132-6.1(c)
6.	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.	
7. 	NETWORK AND SYSTEM SECURITY RECORDS Records documenting the security of network and system. Includes records concerning firewalls, anti-virus programs, and intruder scanning logs.	Destroy in office after 3 years.*	Confidentiality: G.S. § 132-6.1(c)

3

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ITEM #	STANDARD 3: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8. 	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)
9.	PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of projects. Includes statements of work, assessments, maintenance agreements, and testing records.	a) Retain in office permanently records documenting data migration. b) Destroy in office remaining records 3 years after completion of project.	
10.	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.	
11.	SYSTEM ACCESS RECORDS Records documenting audit trails such as user permissions and access to information, programs, or applications within a system.	Destroy in office after 1 year.	

3

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ITEM #	STANDARD 3: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12. 	<p>SYSTEM DOCUMENTATION RECORDS</p> <p>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.</p>	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.1(g) G.S. § 132-6.1(c)
13.	<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>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>	
14.	<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>	

3

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ITEM #	STANDARD 3: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE</p> <p>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.</p> <p>See also WEBSITE (ELECTRONIC), page 80, item 9.</p>	<p>Destroy in office when superseded or obsolete.</p>	

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STANDARD 4: LEGAL RECORDS
Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients.

ITEM #	STANDARD 4: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.</p> <p>See also NOTICES OF PUBLIC MEETINGS, page 10, item 38.</p>	<p>a) Retain in office permanently if record provides evidence of publication.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	<p>Authority: G.S. § 1-600</p>
2.	<p>CIVIL RIGHTS CASE RECORDS Records concerning employee discrimination complaints and requests for reasonable accommodation.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p>	<p>Destroy in office 2 years 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>

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 4: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	<p>CIVIL RIGHTS RECORDS Records concerning documentation of 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), and Title VII of the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission as well as facility accessibility records.</p> <p>See also CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 3, item 13, and CIVIL RIGHTS CASE RECORDS, page 31, item 2.</p>	<p>a) Destroy in office reports, analyses, and statistical data after 5 years.</p> <p>b) Destroy in office affirmative action plans 5 years from date superseded.</p>	<p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30</p>
4.	<p>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.</p>	<p>Destroy in office 1 year after completion of term.</p>	

4

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 4: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p>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.</p> <p>See also FACILITY SERVICE AND MAINTENANCE AGREEMENTS, page 33, item 7.</p>	<p>a) Retain in office contracts and agreements with historical value permanently.</p> <p>b) Destroy in office sealed contract records 10 years after expiration of contract.*</p> <p>c) Destroy in office capital improvement contracts 6 years after completion, termination, or expiration.*</p> <p>d) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</p>	
6.	<p>DISCRIMINATION COMPLAINTS Records concerning formal non-employee discrimination complaints filed against the agency. Includes charges made under the Americans with Disabilities Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.</p> <p>See also CITIZEN COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 3, item 13, and CIVIL RIGHTS CASE RECORDS, page 31, item 2.</p>	<p>Destroy in office 2 years after settlement of complaint.*</p>	
7.	<p>FACILITY SERVICE AND MAINTENANCE AGREEMENTS Includes agreements negotiated with service providers. Also includes depreciation schedules.</p>	<p>a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed.</p> <p>b) Destroy in office remaining records 3 years after expiration.*</p>	



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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 4: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, and waivers.	a) Destroy in office policies and related eligibility records 1 year after superseded or obsolete.* b) Destroy in office other records after 3 years.	Retention: 29 CFR 1627.3(b)(2)
9.	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
10.	 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 86.	Confidentiality: G.S. § 132-1.1(a)
11.	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
12.	 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 , page 34, item 11.	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)


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 4: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	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 5 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. § 132-1.1(a)
14.	OATHS OF OFFICE	a) Transfer official copy to the Clerk to the Board. b) Destroy in office remaining records 3 years after expiration of term. <i>Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.</i>	Authority: G.S. § 153A-26 Retention: G.S. § 7A-103(2)
15.	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

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STANDARD 5: PERSONNEL 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. §153A-98 regarding confidentiality of personnel records.

ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITIONS	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
2.	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) , page 47, item 30. b) Destroy in office after 2 years all remaining records concerning 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.	Retention: 29 CFR 1602.31


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3.	APPRENTICESHIP PROGRAM RECORDS Data regarding apprenticeship program participants. Also includes apprenticeship affirmative action plans.	a) Destroy in office participant records 2 years from the date of enrollment.* b) Destroy in office affirmative action plans after 5 years.	Authority: 29 CFR 30.8(b) 29 CFR 1602.20 Retention: 29 CFR 30.8(e) 29 CFR 1602.21
4.	 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 , page 43, item 17.	Destroy in office after 2 years.	Confidentiality: G.S. § 153A-98 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)
5.	ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos. See also BLOODBORNE PATHOGEN TRAINING , page 38, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS , page 44, item 21.	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)

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	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 claims forms after 2 years.* b) Destroy in office remaining records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
7.	BENEFITS REIMBURSEMENT PLAN Dental, vision, or other benefits-related claim forms and receipts submitted by employees requesting reimbursement from the agency.	a) Destroy in office records concerning approved requests after 3 years.* b) Destroy in office records concerning rejected requests 6 months after decision.	
8.	BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors. See also ASBESTOS TRAINING , page 37, item 5, and HAZARDOUS MATERIALS TRAINING RECORDS , page 44, item 21.	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion.</p> <p>See also APPLICATIONS FOR EMPLOYMENT, page 36, item 2.</p>	<p>a) Transfer employee-specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30 if such training and testing is required for the position held or could affect career advancement.</p> <p>b) Destroy in office certificates 5 years after date of separation.</p> <p>c) Destroy in office remaining records 2 years after resolution of all actions.</p>	Retention: 29 CFR 1602.31
10.	<p>DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.</p>	Destroy in office when superseded or obsolete.	
11.	<p>DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits.</p>	<p>a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received.</p> <p>b) Destroy in office remaining records after 1 year.</p>	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>DISCIPLINARY ACTIONS</p> <p>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.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	<p>Retention: 29 CFR 1602.31</p>

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13. 	<p>DRUG AND ALCOHOL PREVENTION PROGRAMS</p> <p>Records concerning an agency’s alcohol misuse and controlled substances use prevention programs. Includes test results, evaluations and referrals, annual summary reports, education and training records, chain of custody forms, and all other program related documents.</p>	<p>a) Destroy in office alcohol test results indicating a blood alcohol concentration of 0.02 or greater, records of verified positive drug or alcohol test results, documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results), referrals to Substance Abuse Professionals (SAP), SAP reports, all follow-up tests and schedules for follow-up tests, copies of annual Drug & Alcohol Management Information System (MIS) reports submitted to Federal Transit Administration (FTA), equipment calibrations, and records related to the administration of the testing program after 5 years.</p> <p>b) Destroy in office records obtained from previous employers concerning drug and alcohol test results after 3 years.</p> <p>c) Destroy in office records of the inspection, maintenance, and calibration of Evidential Breath Testing Devices (EBTs), records related to the collection process, and records concerning the training of program staff after 3 years.</p> <p>d) Destroy in office records of negative and cancelled drug or alcohol test results, including alcohol test results with a blood alcohol concentration of less than 0.02, after 1 year.</p> <p>e) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: Records should be maintained in a location with controlled access.</i></p>	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	<p>DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency.</p>	<p>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.</p>	
15.	<p>EDUCATIONAL LEAVE AND REIMBURSEMENT Includes records requesting educational leave and tuition assistance, reimbursements, and other related records. See also LEAVE RECORDS, page 45, item 24.</p>	<p>a) Transfer records documenting required education to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30. b) Destroy in office records concerning approved leave requests after 1 year.* c) Destroy in office records concerning denied requests 6 months after denial.* d) Destroy in office approved applications for tuition assistance 3 years after application.* e) Destroy in office approved tuition reimbursements 3 years after reimbursement.*</p>	
16.	<p>ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>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.</p>	<p>Retention: 8 USC 1324a(b)(3)</p>

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<p>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.</p> <p>See also APTITUDE AND SKILLS TESTING RECORDS, page 37, item 4.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) Destroy in office remaining records 2 years after resolution of all actions.*</p>	<p>Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)</p>
18.	<p>EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.</p>	<p>Destroy in office after 1 year.</p>	
19.	<p>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.</p> <p>See also LEAVE RECORDS, page 45, item 24.</p>	<p>Destroy in office 3 years after leave ends.*</p>	<p>Authority: 29 CFR 825.110</p> <p>Retention: 29 CFR 825.500</p>

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	<p>GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition.</p> <p>See also DISCIPLINARY ACTIONS, page 40, item 12, and PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p>	Destroy in office after 2 years.*	
21.	<p>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.</p> <p>See also ASBESTOS TRAINING, page 37, item 5, and BLOODBORNE PATHOGEN TRAINING, page 38, item 8.</p>	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii)
22.	<p>HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) Destroy in office all other records 1 year after resolution of all actions.</p>	Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1630.14(b)
23.	<p>INTERNSHIP PROGRAM Records concerning interns and students.</p>	Destroy in office after 3 years.	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	<p>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.</p> <p>See also EDUCATIONAL LEAVE AND REIMBURSEMENT, page 42, item 15, FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, page 43, item 19, and MILITARY LEAVE, page 46, item 26.</p>	<p>Destroy in office 1 year after return of employee or termination of employment.*</p>	
25.	 <p>MEDICAL RECORDS Records concerning asbestos, toxic substances, and bloodborne pathogen exposure; medical examinations required by state or federal law; and records of injury or illness. (Does not include worker’s compensation or health insurance claim records.)</p>	<p>a) Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation.*</p> <p>b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years.</p> <p>c) Provide medical records to employees who have worked for less than 1 year at time of separation.</p> <p>d) Destroy in office remaining records 30 years after employee terminates service.</p> <p><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, page 53, item 51.</i></p>	<p>Authority: 29 CFR 1910.1020(e)</p> <p>Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1020(d)</p> <p>Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d)</p>

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<p>MILITARY LEAVE</p> <p>Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).</p> <p>See also LEAVE RECORDS, page 45, item 24.</p>	<p>Destroy in office 3 years after leave ends or employee separates from agency.*</p>	<p>Authority: 5 CFR 1208</p>
27.	 <p>PENSION AND FRINGE BENEFITS PLANS ENROLLMENT FORMS</p> <p>Forms providing personal identifying data, beneficiary information, option selection, and similar information.</p>	<p>a) Transfer pension and deferred compensation enrollment forms to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) Destroy in office life, health, and disability insurance enrollment forms 4 years after termination of coverage.</p>	<p>Confidentiality: G.S. § 132-1.10</p>
28.	<p>PERFORMANCE REVIEWS</p> <p>Information used to establish employees' goals and primary tasks. Records used to evaluate each employee's work performance.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p>	<p>Destroy in office after 3 years.</p>	
29.	<p>PERSONNEL ACTION NOTICES</p> <p>Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change, and leave.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) Destroy in office remaining records 2 years from date of record creation or the personnel action involved.</p>	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
30. 	PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each agency employee. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment. See also MEDICAL RECORDS , page 45, item 25.	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 the Records Retention and Disposition Schedule.	Confidentiality: G.S. § 153A-98
31.	PERSONNEL RECORDS (REFERENCE COPY) Duplicate copy of official personnel jacket that is often maintained below the department level by supervisors.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 47, item 30. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after _____	

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[†] See signature page. The agency hereby agrees that it 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.” Please use the space provided.

¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
32.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain in office official copy of internal agency personnel policies permanently. b) Destroy in office reference copies and external policy procedures when superseded or obsolete.	
33.	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.	Retention: 29 CFR 801.30
34.	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 , page 48, item 35.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
35.	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

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	POSITION REQUISITION AND ANALYSIS RECORDS Records used to fill vacant positions and request new positions.	Destroy in office when superseded or obsolete.	
37.	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 2 years from date of record.	Retention: 29 CFR 1627.3(b)
38.	RETIREMENT RECORDS Includes plans and related records outlining the terms of employee pension and other deferred compensation plans. See also PENSION AND FRINGE BENEFITS PLANS ENROLLMENT FORMS , page 46, item 27.	a) Destroy in office records documenting deferred compensation 1 year after payment. b) Destroy in office pension plan records 1 year after plan is terminated.	Retention: 29 CFR 1627.3(b)(2)
39.	SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity.	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.	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40.	<p>SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p>	<p>Destroy in office 2 years from date of record creation or the personnel action involved.</p>	
41.	<p>SUGGESTIONS AND SURVEYS</p>	<p>Destroy in office when reference value ends.[†] Agency Policy: Destroy in office after _____</p>	
42.	<p>TEMPORARY EMPLOYEE RECORDS Records concerning temporary or contractual employees who are not provided with or eligible for benefits.</p>	<p>a) If employee is an agency employee, transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30.</p> <p>b) If the employee is a temporary service company employee, destroy in office 5 years from date of separation.</p>	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43.	<p>TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees.</p> <p>See also CONFERENCES AND WORKSHOPS, page 4, item 16, and EDUCATIONAL LEAVE AND REIMBURSEMENT, page 42, item 15. Other required trainings are handled in ASBESTOS TRAINING, page 37, item 5, BLOODBORNE PATHOGEN TRAINING, page 38, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 44, item 21.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 47, item 30, if such training and testing is required for the position held or could affect career advancement.</p> <p>b) Destroy in office remaining records after 1 year.</p>	Retention: 29 CFR 1627.3(b)(1)(iv)
44.	<p>UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.</p>	Destroy in office after 3 years.*	
45.	<p>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.</p>	Destroy in office after 3 years.*	
46.	<p>UNEMPLOYMENT INSURANCE</p>	<p>a) Transfer original records to the N.C. Department of Commerce, Division of Employment Security, when received.</p> <p>b) Destroy in office remaining records after 2 years.</p>	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
47.	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.	
48.	VOLUNTEER RECORDS Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years after completion of assignment.	
49.	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when superseded or obsolete.	
50.	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 all other records when superseded or obsolete.	

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ITEM #	STANDARD 5: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
51. 	<p>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. Also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i>, 333 N. C. 258, 425 S.E.2d 698 (1993).)</p>	<p>a) Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claims records to the Industrial Commission in compliance with G.S. § 97-92(a).</p> <p>b) Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. § 97-25.1" (Form 18M) has been filed.</p> <p>c) Destroy in office remaining records 5 years after closing, in accordance with G.S. § 97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*</p> <p>d) If official action has been initiated, transfer to LITIGATION CASE RECORDS, page 35, item 13.</p>	<p>Confidentiality: G.S. § 8-53 G.S. § 97-92(b)</p>




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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 6: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION
 Official records common to most service areas for programs administered by county social services agencies.
*Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.*
Note: Administration, use, and retention of records concerning social service case management records should comply with applicable provisions of G.S. §108A-80 on the confidentiality of records.


ITEM #	STANDARD 6: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	AFFORDABLE CARE ACT (ACA) NAVIGATOR RECORDS Includes official navigators and certified application counselors records, referrals to enrollment portal and hotline and other community assistance, and other related records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
2. 	COMPLAINTS: ALL SERVICE AREAS Includes complaints received from clients and citizens concerning specific service areas.	a) Destroy in office records concerning unsubstantiated complaints after 1 year. b) Transfer records concerning substantiated complaints to appropriate service case management file.	Confidentiality: G.S. § 108A-80
3. 	CLIENT ACCOUNT FINANCIAL SERVICE RECORDS (TRUST ACCOUNTS) Includes copies of authorization and disbursement forms, cancelled checks, deposit slips, financial journals and ledgers, and other related records concerning client accounts managed by local social services agencies.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 6: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	<p>COMPUTER REPORTS AND PRINTOUTS All reports and printouts created by systems that are administered by the state Department of Health and Human Services.</p>	<p>a) Transfer reports that concern one single individual to that individual's appropriate case file.</p> <p>b) Comply with disposition instructions printed on reports that concern multiple individuals or system function.</p> <p>c) Destroy in office remaining records when reference value ends.[†]</p> <p>Agency Policy: Destroy in office after _____</p>	Confidentiality: G.S. § 108A-80

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STANDARD 6: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5. 	<p>FRAUD AND PROGRAM INTEGRITY CASE MANAGEMENT RECORDS</p> <p>Includes detection and investigation records, notices and appeals, calculations of overpayment, conclusions and recommendations, and other related records.</p>	<p>a) Medicaid</p> <ol style="list-style-type: none"> Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions.¹ If action has been initiated, destroy in office 10 years after completion of action and resolution of issues involved. Records involved in litigation should be transferred to LITIGATION CASE RECORDS, page 35, item 13.¹ <p>b) Food and Nutrition Services and Work First Assistance</p> <ol style="list-style-type: none"> Retain in office Food and Nutrition Services records containing an intentional program violation (IPV) disqualification and/or an IPV claim permanently.¹ Retain in office hearing record of Work First Assistance fraud and intentional program violations permanently.¹ If action has been initiated, retain in office records permanently after completion of action and resolution of issues involved. Records involved in litigation should be transferred to LITIGATION CASE RECORDS, page 35, item 13.¹ 	<p>Confidentiality: G.S. § 108A-80 10A NCAC 22F .0106</p> <p>Retention: 10A NCAC 22F .0107 DHHS Food and Nutrition Services Manual, FNS 135 DHHS Work First Manual, 207(XVI)</p>

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 6: PROGRAM OPERATIONAL RECORDS: SOCIAL SERVICES ADMINISTRATION		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	UNCLAIMED BODY CASE RECORDS Includes disposition forms, identification records, and other related records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 130A-415(c)
7.	 WORKER DAILY REPORT OF SERVICES TO CLIENTS (DAY SHEETS) Forms concerning employees' activities used to determine appropriate program charges.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
8.	 WORKER DAILY TRANSPORTATION SCHEDULES Schedules used by department drivers for transportation related to all programs.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
9.	YOUTH EMPLOYMENT CERTIFICATE RECORDS Records concerning issuance of youth employment certificates. Includes waivers.	Destroy in office certificates and waivers issued by the agency when individual reaches 20 years of age.	Authority: G.S. § 95-25.5

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STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES

Official records concerning adult services programs administered by county social services agencies.

Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

Note: Administration, use, and retention of records concerning social service case management records should comply with applicable provisions of G.S. §108A-80 on the confidentiality of records.

STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ADULT CARE FACILITY LICENSURE RECORDS Includes licensing and monitoring records, complaint investigation records, and other related records.	a) Destroy in office all fire and building safety, sanitation, admission, and discharge reports 1 year after expiration of annual license.* b) Destroy in office staff monitoring records when reference value ends. Agency Policy: Destroy in office after _____ c) Destroy in office remaining records 3 years after termination of facility’s certification or license.*	Authority: 10A NCAC 13D and 13F G.S. § 131D
2.	 ADULT CARE PLACEMENT PROGRAM RECORDS Includes service plans, assessments, eligibility records, DHHS forms, narratives, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80





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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3. 	ADULT DAY CARE AND DAY HEALTH SERVICES CASE MANAGEMENT RECORDS Includes service records, forms, narratives, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: 10A NCAC 06T Confidentiality: G.S. § 108A-80
4. 	ADULT IN-HOME SERVICES CASE MANAGEMENT RECORDS Includes referral and eligibility documents, authorization forms, decision notices, assessments, service plans, contact sheets, quarterly reviews, referrals, day sheets, mileage records, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: DHHS Family Services Manual, Volume VII, Chapter VIII Confidentiality: G.S. § 108A-80
5. 	ADULT PROTECTIVE SERVICES CASE MANAGEMENT RECORDS Includes referral and eligibility records, department reports, petitions, court orders, evaluations, case decisions, notice documentation, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: DHHS Adult Protective Services Manual Confidentiality: G.S. § 108A-80 G.S. § 108A-116
6. 	ADULT SERVICES MASTER INDEX Cumulative index maintained to provide basic information on each client.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after _____	Confidentiality: G.S. § 108A-80




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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7. 	<p>COMMUNITY ALTERNATIVES PROGRAM FOR DISABLED ADULTS (CAP/DA) CASE RECORDS</p> <p>Includes service plans, authorization forms, service orders, waiver supports, and other related records.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
8. 	<p>GUARDIANSHIP AND REPRESENTATIVE PAYEE CASE MANAGEMENT RECORDS</p> <p>Includes referrals, assessments and reassessments, service plans, adjudication records, statements, correspondence (including e-mail), copies of status reports, medical and dental examination reports, financial records, court records, and other related records.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80 Retention: DHHS Family Services Manual, Volume V, Chapter VIII
9. 	<p>GUARDIANSHIP CENTRAL REGISTRY</p> <p>Includes name of ward, guardian appointment date, guardianship type, bond, file reference numbers, and copy of guardianship order.</p>	<p>Destroy in office when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 35A</p> <p>Confidentiality: G.S. § 108A-80</p> <p>Retention: DHHS Guardianship Services Manual, Chapter VI</p>




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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10. 	<p>GUARDIANSHIP MASTER INDEX</p> <p>Includes name of ward, name of ward’s next of kin, agency file number, guardianship type, and information on guardianship of person and estate.</p>	<p>Destroy in office when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 35A</p> <p>Confidentiality: G.S. § 108A-80</p> <p>Retention: DHHS Family Services Manual, Volume V, Chapter VIII</p>
11. 	<p>GUARDIANSHIPS (TERMINATED) LISTING</p> <p>Includes list of guardianships that have been terminated with date and reason for termination.</p>	<p>Retain in office permanently.</p>	<p>Authority: G.S. § 35A</p> <p>Confidentiality: G.S. § 108A-80</p> <p>Retention: DHHS Family Services Manual, Volume V, Chapter VIII</p>
12. 	<p>HOUSING ASSISTANCE AND HOME IMPROVEMENT SERVICES RECORDS</p>	<p>Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions.¹</p>	<p>Confidentiality: G.S. § 108A-80</p>






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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 7: PROGRAM OPERATIONAL RECORDS: ADULT SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13. 	INFORMATION AND REFERRAL SERVICES RECORDS Includes crisis intake and other related records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
14. 	NUTRITION SERVICES CASE MANAGEMENT RECORDS	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
15. 	SPECIAL ASSISTANCE FOR ADULTS (STATE-COUNTY) CASE MANAGEMENT RECORDS Includes applications, DHHS forms, eligibility determinations, fiscal records, redetermination of eligibility records, notices, hearings records, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
16. 	SPECIAL ASSISTANCE SERVICES TO THE BLIND AND VISUALLY IMPAIRED RECORDS	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 111-35 Confidentiality: G.S. § 108A-80
17. 	TRANSPORTATION SERVICES CASE MANAGEMENT RECORDS Includes transportation trip requests, DHHS forms, verifications, reimbursements, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80

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† See signature page. The agency hereby agrees that it 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." Please use the space provided.


¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

STANDARD 8: PROGRAM OPERATIONAL RECORDS: CHILD SUPPORT SERVICES

Official records pertaining to child support services programs administered by county social services agencies.

*Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.*

Note: Administration, use, and retention of records concerning social service case management records should comply with applicable provisions of G.S. §108A-80 on the confidentiality of records.

ITEM #	STANDARD 8: PROGRAM OPERATIONAL RECORDS: CHILD SUPPORT SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	<p>CHILD SUPPORT SERVICES CASE MANAGEMENT RECORDS</p> <p>Records concerning IV-D case files (cases consist of pending, active, terminated, and non-TANF). File includes information referred to agency by local social service offices, as well as intergovernmental requests, correspondence (including e-mail), client/non-custodial parent information, and other records used by the agency to establish and enforce child support.</p>	<p>Destroy in office 3 years after case is closed.¹</p> <p><i>Retention Note: Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to LITIGATION CASE RECORDS, page 35, item 13.</i></p>	<p>Confidentiality: G.S. § 108A-80</p> <p>Retention: 45 CFR Part 74</p>

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.


2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES

Official records pertaining to the economic assistance programs for individuals and families administered by county social services agencies.

*Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.*

Note: Administration, use, and retention of records concerning social service case management records should comply with applicable provisions of G.S. §108A-80 on the confidentiality of records.

STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>BURIAL AND CREMATION ASSISTANCE RECORDS</p> <p>Includes records of programs for provision of burial or cremation assistance for indigent county residents.</p>	Destroy in office after 3 years.*	
2.	 <p>CHILD CARE (SUBSIDIZED) CASE MANAGEMENT RECORDS</p> <p>Includes provider enrollment records, client applications, eligibility forms, attendance records, enrollment records, case narratives, DHHS forms, referrals, and other related records pertaining to financial assistance programs.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	<p>Authority: DHHS Subsidized Child Care Services Manual, Chapter 4</p> <p>Confidentiality: G.S. § 108A-80</p>
3.	<p>CHILD CARE LICENSING RECORDS</p> <p>Includes applications, licenses, facility inspection reports, and correspondence (including e-mail) that serve as documentation of compliance or non-compliance.</p>	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	



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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CHILD CARE RESOURCE AND REFERRAL NETWORK RECORDS Includes lists, rosters, indexes, computer databases, and printouts of licensed child care providers.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
5.	 CHILD CARE SERVICES WAITING LISTS	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
6.	CHILD CARE VENDOR/DAY CARE PROVIDER RECORDS Includes child care provider agreements, site visits, rate sheets, payment policies, and other related records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	
7.	 CRISIS INTERVENTION PROGRAM AND ENERGY ASSISTANCE CASE MANAGEMENT RECORDS Includes verifications, eligibility information, benefit levels, signature pages, approval/denial notices, and other information related to Crisis Intervention Program and energy program partnerships with utilities. <i>Note: Counties using an electronic case management system are not required to maintain an additional paper case file.</i>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80 DHHS Energy Programs Manual, EP-115 Retention: DHHS Energy Programs Manual, EP-125 and EP-400





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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE


ITEM #	STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8. 	EMERGENCY ASSISTANCE CASE MANAGEMENT RECORDS Includes utility, rent, prescription, medical, housing, family planning, and similar services records. File includes applications, certification and issuance records, recipient claims, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
9. 	FIRST STOP EMPLOYMENT ASSISTANCE CASE MANAGEMENT RECORDS Includes registrations and applications, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
10. 	FOOD AND NUTRITION SERVICES CASE MANAGEMENT RECORDS Includes applications, certification and issuance records, recipient claims, and other related records concerning participation in food assistance programs.	a) Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹ b) Retain in office records containing an intentional program violation (IPV) disqualification and/or an IPV claim permanently.	Confidentiality: G.S. § 108A-80 Retention: DHHS Food and Nutrition Services Manual, FNS 135
11. 	LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP) CASE MANAGEMENT RECORDS Includes applications, forms, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80 Retention: DHHS Energy Programs Manual, EP-125

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STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
<p>12.</p> 	<p>MEDICAID: ADULT CASE MANAGEMENT RECORDS Includes applications, eligibility and benefit records, recipient claims, and all related records concerning county assistance programs for aged, blind, and/or disabled individuals. Active cases must contain the following verifications in order to substantiate ongoing eligibility:</p> <ol style="list-style-type: none"> 1. Application document of all persons in assistance unit. 2. Age verifications. 3. Citizenship/immigration status. 4. Kinship. 5. Blindness. 6. Disability determinations. 7. Residence. 8. Social Security Number. 9. Cooperation with child support requirements. 10. Income date for pass-along case. 11. Case profiles (Note: Only those case profiles containing information substantiating ongoing eligibility should be retained). 12. Community Spouse Resource Assessment records. 13. Legal documents, such as wills, deeds, marriage certificates, death certificates, divorce decrees, separation papers, court documents, and any other legally binding agreements. 	<p>a) Active cases</p> <ol style="list-style-type: none"> 1. Destroy in office records not listed in the description to the left 10 years from the date of submission of the annual financial report of the relevant fiscal year if no litigation, claim, fiscal and/or program audit, or other official action involving the record has been initiated before the expiration of the 10 year period.¹ 2. If action has been initiated, destroy in office records not listed in the description to the left 10 years after completion of action and resolution of issues involved.¹ <p>b) Closed cases</p> <ol style="list-style-type: none"> 1. Destroy in office closed files 10 years from date of submission of the final revised annual financial report for the year in which the case was closed if no litigation, claim, fiscal and/or program audit or other official action involving the record has been initiated.¹ 2. If action has been initiated, destroy records in office 10 years after completion of action and resolution of issues involved.¹ <p><i>Retention Note: Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to LITIGATION CASE RECORDS, page 35, item 13.</i></p>	<p>Confidentiality: G.S. § 108A-80 G.S. § 132-1.10(b)(5) DHHS Adult Medicaid Manual, Section MA-300</p> <p>Retention: North Carolina DHHS Records Retention and Disposition Schedule for Grants</p>

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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	 <p>MEDICAID: FAMILIES AND CHILDREN CASE MANAGEMENT RECORDS Includes applications, eligibility and benefit records, recipient claims, and all related records concerning county assistance programs for families with children. Active cases must contain the following verifications in order to substantiate ongoing eligibility:</p> <ol style="list-style-type: none"> 1. Application document of all persons in assistance unit. 2. Age verifications. 3. Citizenship/immigration status. 4. Kinship. 5. Blindness. 6. Disability determinations. 7. Residence. 8. Social Security Number. 9. Cooperation with child support requirements. 10. Income date for pass-along case. 11. Case profiles (Note: Only those case profiles containing information substantiating ongoing eligibility should be retained). 12. Community Spouse Resource Assessment records. 13. Legal documents, such as wills, deeds, marriage certificates, death certificates, divorce decrees, separation papers, court documents, and any other legally binding agreements. 	<p>a) Active cases</p> <ol style="list-style-type: none"> 1. Destroy in office records not listed in the description to the left 10 years from the date of submission of the annual financial report of the relevant fiscal year if no litigation, claim, fiscal and/or program audit, or other official action involving the record has been initiated before the expiration of the 10 year period.¹ 2. If action has been initiated, destroy in office records not listed in the description to the left 10 years after completion of action and resolution of issues involved.¹ <p>b) Closed cases</p> <ol style="list-style-type: none"> 1. Destroy in office closed files 10 years from date of submission of the final revised annual financial report for the year in which the case was closed if no litigation, claim, fiscal and/or program audit or other official action involving the record has been initiated.¹ 2. If action has been initiated, destroy records in office 10 years after completion of action and resolution of issues involved.¹ <p><i>Retention Note: Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to LITIGATION CASE RECORDS, page 35, item 13.</i></p>	<p>Confidentiality: G.S. § 108A-80 G.S. § 132-1.10(b)(5) DHHS Family and Children’s Medicaid Manual, Section MA-3500</p> <p>Retention: North Carolina DHHS Records Retention and Disposition Schedule for Grants</p>

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ITEM #	STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14. 	NORTH CAROLINA HEALTH CHOICE RECORDS Includes applications, eligibility determinations, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 108A-70.25 Confidentiality: G.S. § 108A-80
15. 	REFUGEE ASSISTANCE SERVICES CASE RECORDS Includes applications, eligibility and benefit records, recipient claims, quarterly reviews, case and progress notes, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: DHHS Refugee Assistance Manual, Chapter IV Confidentiality: G.S. § 108A-80
16. 	SPECIAL ASSISTANCE (REST HOME) SERVICES CASE RECORDS Includes applications, eligibility and benefit records, recipient claims, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80

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STANDARD 9: PROGRAM OPERATIONAL RECORDS: ECONOMIC ASSISTANCE SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	 <p>WORK FIRST ASSISTANCE (TANF) CASE MANAGEMENT RECORDS Includes applications, forms, case narratives, eligibility and benefit records, recipient claims, and other records pertaining to any distribution of Work First funds by the agency.</p>	<p>a) Active cases</p> <ol style="list-style-type: none"> 1. Destroy in office records not listed in the description to the left 10 years from the date of submission of the annual financial report of the relevant fiscal year if no litigation, claim, fiscal and/or program audit, or other official action involving the record has been initiated before the expiration of the 10 year period.¹ 2. If action has been initiated, destroy in office records not listed in the description to the left 10 years after completion of action and resolution of issues involved.¹ <p>b) Closed cases</p> <ol style="list-style-type: none"> 1. Destroy in office closed files 10 years from date of submission of the final revised annual financial report for the year in which the case was closed if no litigation, claim, fiscal and/or program audit or other official action involving the record has been initiated.¹ 2. If action has been initiated, destroy records in office 10 years after completion of action and resolution of issues involved.¹ <p><i>Retention Note: Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to LITIGATION CASE RECORDS, page 35, item 13.</i></p>	<p>Authority: DHHS Work First Manual 104</p> <p>Confidentiality: G.S. § 108A-80</p> <p>Retention: DHHS Work First Manual 207(XVI)</p>

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STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN’S SERVICES

Official records pertaining to family support and child welfare services programs administered by county social services agencies.

*Records so indicated may be destroyed only after the agency is notified by the Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.*

Note: Administration, use, and retention of records concerning social service case management records should comply with applicable provisions of G.S. § 108A-80 on the confidentiality of records.

ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN’S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	<p>ADOPTION ASSISTANCE CASE RECORDS</p> <p>Includes eligibility checklists, adoption assistance agreements, medical and psychological reports, copies of petition and decree, service client information change notices, forms, correspondence (including e-mail), and other related records concerning actions taken and services provided.</p>	<p>Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions.¹</p>	<p>Authority: Adoption Assistance and Child Welfare Act of 1980, P. L. 96-272 DHHS Child Welfare Funding Manual, Section 1600</p> <p>Confidentiality: G.S. § 108A-80</p>


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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
2. 	ADOPTION CASE RECORDS Includes for each child demographic information, prior placements, legal documents including birth certificates, court documents including original petitions, medical and psychological reports, educational records, photographs, intake studies, case plans and case review documents, dictation, legal adoption documents, summary of pre-placement studies, background information, forms, and other related records; includes for each adoptive home identifying information, application forms, medical reports for adoptive parents, marriage verifications, dictations, criminal record checks, home preplacement assessments, autobiographies, references, information sharing acknowledgments, correspondence (including e-mail) in chronological order, copies of adoption proceedings, forms, and other related records.	Retain in office permanently. <i>Retention Note: Adoption case records may be microfilmed and destroyed by shredding after 7 years. See the MICROFILM section on page 88 for instructions on microfilming. Information that agency receives through checking of criminal history may be destroyed after 1 year when used for purposes authorized by G.S. § 48-3-309(f).</i>	Authority: G.S. § 48-9-101 DHHS Family Support and Child Welfare Manual, Chapter VI, Section IV Confidentiality: G.S. § 48-9-102 G.S. § 48-9-103 through -105 G.S. § 48-9-309 G.S. § 48-10-105 DHHS Family Support and Child Welfare Manual, Chapter VI, Section IX Retention: 10A NCAC 70H .0409
3.	ADOPTION CLEARINGHOUSE RECORDS Records concerning the NC Kids Adoption and Foster Care Network and similar adoption listing services used by the agency. May include referrals, reports, correspondence (including e-mail), and other related records.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	



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2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	<p>ADULT AND FAMILY ADJUSTMENT SERVICES CASE MANAGEMENT RECORDS</p> <p>Includes service plans, assessments, eligibility records, forms, narratives, and other records related to services designed to offer assistance to individuals and their family members in support of attempts to restructure or solidify the individual's environment.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	<p>Authority: DHHS Family Services Manual, Volume VII, Chapter IV</p> <p>Confidentiality: G.S. § 108A-80</p>
5. 	<p>AT-RISK CASE MANAGEMENT SERVICES RECORDS</p> <p>Includes service plans, assessments, documentation of case managers' activities, records of contacts, and other related records.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	<p>Authority: DHHS Case Management Services for Adults and Children at Risk for Abuse, Neglect, or Exploitation, Chapter 7.0</p> <p>Confidentiality: G.S. § 108A-80</p>

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ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6. 	<p>CHILD FATALITY PREVENTION RECORDS</p> <p>Includes minutes of team meetings, agendas, attendance sheets, confidentiality forms, lists of state fatality cases, copies of death transcripts, copies of medical examiner's reports, copies of autopsy reports, correspondence (including e-mail), and other related records.</p> <p>See also AGENDA AND MEETING PACKETS, page 1, item 2.</p>	Destroy in office 3 years after date meeting was held.	Confidentiality: G.S. § 7B-1413
7. 	<p>CHILD PROTECTIVE SERVICES CASE RECORDS</p> <p>Includes intake and screening documentation, risk assessments, demographic information, annual photographs, court records, reports and evaluations, educational records, dictations, case decisions, in-home services documentation, child removal documentation, documentation concerning actions taken, investigations, services provided, and other related records regarding case management activities.</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	<p>Authority: 10A NCAC 70A .0112 DHHS Family Services Manual, Volume 1, Chapter VIII</p> <p>Confidentiality: G.S. § 108A-80 G.S. § 7B-302(a1) G.S. § 7B-2901</p>
8. 	<p>DELINQUENCY PREVENTION SERVICES RECORDS</p>	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80

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† See signature page. The agency hereby agrees that it 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." Please use the space provided.

¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	FAMILY PLANNING SERVICES CASE MANAGEMENT RECORDS Includes records relating to the Medicaid Family Planning Program, problem pregnancy, and adolescent parenting services.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
10. 	FAMILY PRESERVATION AND PERMANENCY PLANNING SERVICES CASE MANAGEMENT RECORDS Includes referrals, participant permission form, releases of information, family service plans, weekly progress notes, ongoing contact logs, services summaries, and other related records for non-intensive and intensive family preservation services.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: DHHS Child Welfare Services Manual, Chapter I Confidentiality: G.S. § 108A-80
11. 	FAMILY SERVICES CASE PLAN MANAGEMENT RECORDS Includes safety assessments, family risk assessments, family assessments of strengths and needs, risk reassessments, reunification assessments, family services agreements, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80
12.	FAMILY SUPPORT AND FAMILY RESOURCE CENTER PROGRAM RECORDS	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	



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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

2015 COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE



ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13. 	FOSTER CARE AND CHILD PLACEMENT SERVICES CASE MANAGEMENT RECORDS Includes demographic information, annual pictures of child, placement history log, Out of Home Family Services Agreements, court documents, legal documents including a birth certificate, medical and psychological reports, educational records, written assessments, Interstate Compact documents, correspondence (including e-mail), dictation, eligibility forms, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: DHHS Family Support and Child Welfare Manual, Chapter IV, Section 1201 Confidentiality: G.S. § 7B-2901(b) G.S. § 108A-80
14. 	FOSTER CARE ASSISTANCE RECORDS Includes records concerning financial assistance for children placed in foster homes and facilities.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 108A-49 Confidentiality: G.S. § 7B-2901(b) G.S. § 108A-80
15.	FOSTER HOME AND FACILITY LICENSURE RECORDS Includes licensing and monitoring records.	Records may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that specific records are released from all audits, reports, or other official actions. ¹	Authority: G.S. § 131D-10.3 10A NCAC 70E .0701 through .0710 DHHS, <i>A Supplemental Guide to Foster Home Licensing</i>

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 10: PROGRAM OPERATIONAL RECORDS: FAMILY AND CHILDREN'S SERVICES		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	FOSTER HOME AND FACILITY RECRUITMENT RECORDS Includes multiethnic placement plans and related records created or accumulated as required by the Multiethnic Placement Act of 1994.	a) Retain plans in office permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	Authority: 10A NCAC 70M .0304
17. 	INDEPENDENT LIVING SERVICES (NC LINKS) PROGRAM RECORDS Includes assessments, plans, and other related records.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 7B-2901(b) G.S. § 108A-80
18. 	SCHOOL SOCIAL WORK SERVICES CASE MANAGEMENT RECORDS Includes case records of agency workers placed in local education agencies.	Specific records within a case file may be destroyed on a fiscal year basis when the office is notified by Department of Health and Human Services - Office of the Controller that the records are released from all audits, reports, or other official actions. ¹	Confidentiality: G.S. § 108A-80

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STANDARD 11: PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public relations programs operated by the agency.

ITEM #	STANDARD 11: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AGENCY PUBLICATIONS Publications created at agency expense.	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 _____	
2.	AUDIO-VISUAL RECORDINGS Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings or security videos. See also AUDIO AND VIDEO RECORDINGS OF MEETINGS , page 2, item 6, and OFFICE SECURITY RECORDS , page 10, item 39.	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 _____	
3.	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 _____	
4.	POPULAR ANNUAL FINANCE REPORT	a) Retain records with historical value permanently. b) Destroy in office other records superseded or obsolete.	

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 11: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	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 2 years after obsolete.*	
6.	SOCIAL MEDIA	See APPENDIX (page 87) for guidance in handling social media.	
7.	SPECIAL EVENTS Records of events organized by the agency.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 2 years.	
8.	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 _____	

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 11: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<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, page 30, item 15.</p>	<p>a) Retain in office records with historical value permanently. Can be maintained as website snapshots or via Web crawler.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p> <p><i>Retention Note: Preserve copy of web page after every major change in design and/or content.</i></p>	

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STANDARD 12: RISK MANAGEMENT RECORDS
Official records created and accumulated to manage risks in the agency.

ITEM #	STANDARD 12: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</p> <p>See also WORKERS’ COMPENSATION PROGRAM CLAIMS, page 53, item 51.</p>	<p>a) Transfer records resulting in workers' compensation to WORKERS’ COMPENSATION PROGRAM CLAIMS, page 53, item 51.</p> <p>b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*</p> <p>c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.*</p> <p>d) Destroy in office reports that do not result in claims or official action after 3 years.</p> <p>e) Destroy in office reports of minors after minor has reached age of 21.</p>	<p>Confidentiality: G.S. § 97-92(b)</p>
2.	<p>ASBESTOS MANAGEMENT PLAN</p>	<p>a) Destroy in office 1 year after building is demolished.</p> <p>b) If building is sold, transfer records to new owner.</p>	<p>Retention: 29 CFR 1910.1001(j)(3)(ii)</p>

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¹Records may be destroyed only after office is notified by Department of Health and Human Services – Office of the Controller that the records are released from all audits, reports, or other official actions. Transfer records involved in litigation to **LITIGATION CASE RECORDS**, page 35, item 13.

ITEM #	STANDARD 12: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3. 	<p>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 draft versions of plans. Also includes records concerning the process of notifying personnel in the event of an emergency.</p> <p>See also DISASTER PREPAREDNESS AND RECOVERY PLANS, page 27, item 4.</p>	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
4.	<p>DISASTER RECOVERY Administrative records documenting recovery efforts.</p>	Retain in office permanently.	
5.	<p>EMERGENCY EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment.</p>	Destroy in office when superseded or obsolete.	
6.	<p>EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, passes, etc., to employees.</p>	Destroy in office when superseded or obsolete.	
7.	<p>FIRE, HEALTH, AND SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.</p>	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 12: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	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
9.	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.	
10.	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes citizen reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 3 years.*	
11.	MATERIAL SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials.	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)

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ITEM #	STANDARD 12: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)</p> <p>Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.</p>	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
13.	<p>SELF-INSURER CERTIFICATIONS</p>	Destroy in office 6 years from date of termination of policy or settlement of all claims.	

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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 93) 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.

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 G.S. § 121-5 and G.S. § 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](http://www.southcarolina.gov)) 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. G.S. § 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 (<http://archives.ncdcr.gov/ForGovernment/DigitalRecords/DigitalRecordsPoliciesandGuidelines.aspx#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** (G.S. § 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 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?

- A.** There are numerous documents available on the State Archives of North Carolina website (<http://archives.ncdcr.gov/ForGovernment/DigitalRecords/DigitalRecordsPoliciesandGuidelines.aspx>). Topics covered include shared storage, cloud computing, eDiscovery, 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 for e-mail, voicemail, text messages, and social media, they 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, voicemail, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 1 year (see **LEAVE RECORDS**, page 45, item 24).

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. § 8-45.1 and § 153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass, and there is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. What film services do you provide?

A. The Department of Natural and Cultural Resources provides microfilming services for minutes of major decision-making boards and commissions. We will also film records of adoptions for Social Services agencies. Once those records are filmed, we will store the silver negative (original) in our security vault. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. 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 Minutes for Microfilming** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Alternatively, 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. Call a Records Management Analyst to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they are being filmed?

A. Call the Raleigh Office at (919) 807-7350, and ask for the Records Management Analyst in charge of microfilm coordination.

Q. Can I send you my minutes electronically?

A. We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of microfilm coordination for more information.

Q. I have some old minutes that are not signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

- A.** Call a Records Management Analyst who will help you make arrangements to 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.

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) 807-7353 for the Head of the Government Records Section or (919) 807-7339 for the State Archivist. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. 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
 - Scanning/digital imaging
 - Disaster preparedness and recovery
 - Confidentiality
 - Organizing paper and digital files
 - E-mail

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 only offered 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.

Q. Is there a fee for workshops?

- A.** Not at this time.

Q. Are the workshops available in an online format?

- A.** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including managing public records, e-mail, electronic records, and scanning.



REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

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.

CHANGE REQUESTED

- 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 _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date



REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone number _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS SERIES TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____
Signature Title Date

Approved by: _____
Signature Head of Governing Board Date

Concurred by: _____
(except as indicated) Signature Assistant Records Administrator
NC Division of Archives and Records Date



Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 807-7350 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 which 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 which 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 Requestor Date

Approved by: _____
Signature Requestor's Supervisor Date

Concurred by: _____
Signature Assistant Records Administrator State Archives of North Carolina Date

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1099 FORMS. *SEE* WITHHOLDING TAX FILE

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AGENDA ITEM 14:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****C. Proposed Cell Phone Policy for the Courthouse*****MANAGER'S COMMENTS:**

Judge Gavenus is proposing a cellphone policy for the courthouse. Staff understands that policy would prohibit cellphones in the courthouse facility with some exceptions. Judge Gavenus is requesting review and comments on the proposed policy. Prohibition of cellphones in the courthouse facility has the potential to cause significant inconveniences for citizens utilizing the courthouse for other purposes such as the Tax Office, Register of Deeds, IT, and Board Elections.

A courthouse security meeting was held in which the topic of cellphones was discussed along with the access to the side entrance to the courthouse and attorney access to the District Attorney's Office. Staff has received a resolution requesting cellphones be allowed in the courthouse with the exception of the courtrooms. Local attorneys may be on hand to request the Board allow cellphones in the courthouse and access to the side entrance. Staff has provided NCGS 153A-169 that may guide the Board in its consideration of possible options.

Staff seeks direction from the Board.

Anita.Fogle

From: Deron.Geouque
Sent: Thursday, March 24, 2016 3:19 PM
To: Anita.Fogle
Subject: FW: Cell phone policy for Watauga County
Attachments: Cell phone policy.docx

Agenda April 5

Deron Geouque
 Watauga County Manager
 814 West King Street
 Boone, NC 28607
 (P) 828-265-8000
 (F) 828-264-3230
 Email Deron.Geouque@watgov.org

From: Deal, Diane C. [<mailto:diane.c.deal@nccourts.org>]
Sent: Wednesday, March 23, 2016 9:20 AM
To: Len.Hagaman; Kelly Redmon; 'larry.d.warren@watgov.org'; Amy.Shook; Banks, Robert S.; Matthew.Snyder; Deron.Geouque
Subject: FW: Cell phone policy for Watauga County

Judge Gavenus sent this to me and he is looking for input from interested parties concerning the attached cell phone policy for the courthouse. Please respond back to him with any suggestions or concerns you may have as this policy will affect people visiting all offices located in the courthouse.

Thank you,

Diane Cornett Deal
 Clerk of Court

From: Gavenus, Gary M.
Sent: Tuesday, March 22, 2016 12:03 PM
To: Deal, Diane C.; Mcentire, Theodore W.
Subject: Cell phone policy for Watauga County

Attached is a draft of a cell phone policy for Watauga County. Please give me your thoughts on the same.

Gary M. Gavenus
 Senior Resident Superior Court Judge
 24th Judicial District
 P.O. Box 1801
 Burnsville, North Carolina 28714

Telephone: (828)268-6616
 Email: Gary.M.Gavenus@nccourts.org

E-mail correspondence to and from this address may be subject to the North Carolina public records laws and if so, may be disclosed.

ADMINISTRATIVE ORDER

_____ COUNTY COURTHOUSE

CELL PHONE AND PERSONAL COMMUNICATION DEVICES IN COURTHOUSE

All cell phones and other personal communication devices having the capability to take photographs and to record are prohibited in the Watauga County Courthouse. The following exceptions shall apply to this general prohibition:

1. An individual who displays a current identification card or fob issued by Watauga County authorizing entry to the courthouse without passing through entrance security.
2. An attorney or staff of an attorney who displays a current identification card or displays written permission to bring such device into the courthouse issued by the Senior Resident Superior Court Judge, a Resident Superior Court Judge, the Chief District Court Judge, a Resident District Court Judge, or a Superior Court Judge or District Court Judge assigned to hold court in Watauga County for a particular session.
3. An individual (such as a pro se litigant having evidence stored on such a device or a person having a particularized need for such a device) who displays written permission to bring such device into the courtroom issued by the Senior Resident Superior Court Judge, a Resident Superior Court Judge, the Chief District Court Judge, a Resident District Court Judge, or a Superior Court Judge or District Court Judge assigned to hold court in Watauga County for a particular session.
4. A Federal, State and local law enforcement officer who displays his or her credentials as such.
5. A Federal or State probation or parole officer who displays his or her credentials as such.
6. An individual who displays a current jury summons and who is entering in response to such summons. However, this exception shall only apply to cell phones and shall be further subject to such restrictions as may be ordered by the judge presiding over the jury term.
7. A judge, commissioner, deputy commissioner or other official of a governmental agency entering the courthouse for the purpose of conducting court or an official hearing, and who displays his or her credentials as such.

Nothing herein is to be construed to limit the authority of a judge to control the courtroom in which such judge is presiding.

IT IS ORDERED that the bailiffs of the Watauga County Courthouse shall have the authority to refuse admission to the courthouse and to the courtrooms of persons having cell phones or other personal communicative devices in their possession which have not been authorized as provided herein. The bailiffs shall direct those persons to leave and return without the cell phone or personal communicative device in their possession.

IT IS FURTHER ORDERED that the bailiffs shall immediately remove any person from a courtroom who has a cell phone or other communicative device and has not been authorized to have such a device as provided above. If those persons have business with the court and are represented by counsel, the bailiffs should notify the attorney of the action to be taken, prior to removing the person.

IT IS FURTHER ORDERED that a copy of this administrative order be placed in a visible location at each public entrance to the courthouse and each public entrance to a courtroom.

The wilful and intentional violation of this policy is punishable by contempt of court, which includes imprisonment for up to 30 days and/or a fine up to \$500.00.

THIS ORDER is effective beginning _____, 2016.

This is a joint order of the Senior Resident Superior Court Judge, the Chief District Court Judge, and the Clerk of Superior Court, in the exercise of the courts' inherent power to assure the proper administration of justice.

Gary M. Gavenus
Senior Resident Superior Court Judge

Ted W. McEntire
Chief District Court Judge

Diane Deal, Clerk of Superior Court Watauga County

Part 2. Use of County Property.

§ 153A-169. Care and use of county property; sites of county buildings.

The board of commissioners shall supervise the maintenance, repair, and use of all county property. The board may issue orders and adopt by ordinance or resolution regulations concerning the use of county property, may designate and redesignate the location of any county department, office, or agency, and may designate and redesignate the site for any county building, including the courthouse. Before it may redesignate the site of the courthouse, the board of commissioners shall cause notice of its intention to do so to be published once at least four weeks before the meeting at which the redesignation is made. (1868, c. 20, ss. 3, 8; Code, ss. 704, 707; Rev., ss. 1310, 1318; C.S., ss. 1291, 1297; 1925, c. 229; 1927, c. 91, ss. 11, 13; 1957, c. 909, s. 1; 1961, c. 811; 1967, c. 581, s. 1; 1973, c. 822, s. 1.)

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION TO ALLOW MOBILE AND/OR
CELLULAR TELEPHONES IN COUNTY BUILDINGS**

WHEREAS, the Watauga County Board of Commissioners desire that all county buildings be as easily accessible by the public as feasibly possible; and

WHEREAS, the Watauga County Board of Commissioners hereby acknowledge that they alone have the authority to determine what items are appropriately brought into county buildings other than courtrooms; and

WHEREAS, the Watauga County Courthouse is a county owned building and subject to the rules and regulations of Watauga County Board of County Commissioners pursuant to N.C.G.S. § 153A-169; and

WHEREAS, it is inconvenient and unnecessary to require citizens who are not attending court proceedings and instead are conducting other business in the Watauga County Courthouse to either not bring in their mobile and/or cellular telephone or have to return to their car to leave their telephones; and

WHEREAS, the Watauga County Board of Commissioners acknowledge that the presiding judge is within his legal authority to disallow telephones in the courtrooms while court is in session.

NOW THEREFORE BE IT RESOLVED that the Watauga County Board of Commissioners desires to ensure that the public can continue to enjoy and conduct business in their Courthouse with as much ease as feasible by allowing the use of their mobile and/or cellular telephones. The Watauga County Board of Commissioners directs that all citizens who are not going to court proceedings in the Watauga County Courthouse to be allowed to proceed through the security checkpoint with any and all mobile or cellular telephones.

ADOPTED this the 5th day of April, 2016

Jimmy Hodges, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 14:**MISCELLANEOUS ADMINISTRATIVE MATTERS***D. Boards and Commissions***MANAGER'S COMMENTS:**

The Watauga Community Housing Trust Board of Directors appointments are due for reappointment. The Commissioners appoint organizations to the Board; the organizations then designate an individual to be the representative. The expiring seats are for Town of Boone, Appalachian Regional Health Care System, and Habitat for Humanity. It is requested that these organizations be reappointed. The terms are two years.

Janet Beck has resigned from the Board of Adjustment. Her 3-year term was set to expire in November. She is an at-large appointee. The Commissioners have the option of appointing someone to finish the term or to make a new 3-year appointment that would expire in November, 2019.

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AGENDA ITEM 14:**MISCELLANEOUS ADMINISTRATIVE MATTERS***E. Announcements***MANAGER'S COMMENTS:**

A dedication ceremony and ribbon cutting will be held on Monday, April 8, 2016, at 4:00 P.M. to celebrate the formal opening of the greenway connecting Brookshire Park (traveling under U.S. 421) to the adjacent paddle access for the South Fork of the New River. The ceremony is sponsored by Watauga County and the Boone Area Chamber of Commerce.

A Household Hazardous Waste Collection Day will be held on Thursday, April 14, 2016, from 8:00 A.M. to 4:00 P.M. at the new collection facility.

Project on Aging invites Board members to attend their Volunteer Appreciation Breakfast on Wednesday, April 13, 2016, from 9:00 A.M. to 11:00 A.M. at the Blue Ridge Electric Community Room.

Anita.Fogle

From: Wysteria White <wysteria@boonechamber.com>
Sent: Wednesday, March 23, 2016 11:22 AM
To: Anita.Fogle
Subject: Watauga County Brookshire Greenway Ribbon Cutting



Watauga County Brookshire Greenway **Ribbon Cutting** Monday, April 18th 4:00 PM



A dedication ceremony will be held to celebrate the formal opening of Watauga County's latest recreational asset - a greenway connecting Brookshire Park, traveling under U.S. 421, to the adjacent paddle access for the South Fork of the New River. The ceremony is sponsored by Watauga County and the Boone Area

Chamber of Commerce.

The public is invited to attend the celebration. Parking is available at Brookshire Park. Refreshments will be provided by High Country Pathways and the Blue Ridge Conservancy.

The project was initiated by the Watauga County Tourism Development Authority, and carried out by the County with assistance from Vaughn & Melton Consulting Engineers. Engineering design was done by McGill Associates and construction was completed by Greene Construction. The bulk of the funds were provided by the Federal Highway Administration with matching funds from the NC Department of Transportation. Additional funds were provided by Watauga County. The greenway will be part of the New River Headwaters Trail being developed from Blowing Rock to Todd. Currently it will provide a connection from Brookshire Park to the Boone Greenway, via New River Hills Rd. Through Brookshire Park, hikers and cyclists can connect to the existing paths through the Park, into the Ted Mackorell Soccer Complex and onto the adjacent pathways. Eventually the connection will be made to the anticipated South Fork Greenway to Todd. Future plans include a more formal connection to the Boone Greenway, which in turn will connect to the Middle Fork Greenway, in progress providing a path to Blowing Rock.

Any questions should be directed to Joe Furman, 828-265-8043, Joe.Furman@watgov.org.



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Boone Area Chamber of Commerce, 828-264-2225,
870 W. King St. Suite A, Boone, NC 28607

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Sent by wysteria.white@boonechamber.com in collaboration with



Anita.Fogle

From: Heather.Bowen
Sent: Wednesday, March 23, 2016 11:25 AM
To: all.employees
Subject: April 2016 HHW Event

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY TO BE HELD THURSDAY, APRIL 14TH 8AM-4PM

Many items normally used around the house such as paint, cleaners, motor oil and pesticides are considered hazardous waste and could pose a serious threat to your family's health and/or the environment. To know whether a product is hazardous, read the label. If you see words like "danger," "warning," "caution," or "poison," these materials are hazardous and cannot go into the trash, washed down storm drains, or down household drains.

The Watauga County Sanitation Department will host a Household Hazardous Waste Collection Day (HHWD) to provide **residents** a safe, convenient and environmentally responsible way to dispose of their household hazardous waste.

~No commercial/business waste will be accepted~

This event will be held at the newly installed, permanent HHW Building which will be open once a month from April – October each year.

For a complete schedule of our upcoming HHW events, please see:

http://www.wataugacounty.org/App_Pages/Dept/Sanitation/home.aspx and click on the Household Hazardous Waste link.

In order to ensure a safe collection of these materials:

- Please stay in your vehicle during the entire collection. Our employees will remove the hazardous materials from you vehicle. This is for your safety.
- Bring your waste in their original containers whenever possible.
- Please make sure all containers are completely closed-It is dangerous to transport open containers.
- Do not mix different products.
- Collect your waste containers in disposable boxes or bins, which should be transported in your trunk. Do not put your HHW in the backseat with your children or pets.
- No smoking in your car or on premises--most HHW are flammable/combustible.

WHEN: Thursday, April 14th

8:00 a.m. — 4:00 p.m.

WHERE: Watauga County HHW Building
336 Landfill Road

WHAT:

Oil/Latex/Acrylic Paint
Stains/Varnishes
Paint Thinner/ Remover
Aerosols
Household Cleaners
Antifreeze
Gasoline/Fuel
Lighter Fluid
Solid & Liquid Pesticides
Brake Fluid
Single Use Propane Cylinders (camping size)
Mercury Thermostats/Thermometers
Used Motor Oil/Filters*
Batteries*
Light Bulbs*
Electronics*
Cooking Oil*

***Items marked are collected every day during regular business hours at 336 Landfill Rd in Boone.**

-HHWD pesticide collection is sponsored by NCDA&CS Pesticide Disposal Program-

Please call 828-264-5305 for more information about HHW events.

Best Regards,

Heather S. Bowen
Recycling Coordinator
Watauga County
336 Landfill Rd.
Boone, NC 28607
828-264-5305



**THANK YOU FOR
YOUR TIME!**

**JOIN US TO CELEBRATE
YOU**

and all of our wonderful
Project on Aging volunteers!



**Drop-in Breakfast
Wednesday April 13th
9am-11am
Blue Ridge Electric
Community Room**

Please call by **April 1st** to say
whether you will or will not be
joining us, 265-8090.

Thank you for all you do!



AGENDA ITEM 15:

PUBLIC COMMENT

AGENDA ITEM 16:

BREAK

AGENDA ITEM 17:

CLOSED SESSION

Attorney/Client Matters – G. S. 143-318.11(a)(3)