

**EDEN CITY COUNCIL
REGULAR MEETING AGENDA**

**Council Chambers
308 E. Stadium Drive**

March 19, 2019

6:00 p.m.

1. Meeting called to order by: Neville Hall, Mayor
2. Invocation: Pastor Chris Burns, Draper Pentecostal Holiness Church
3. Pledge of Allegiance: Led by Fire Chief Tommy Underwood
4. Proclamations & Presentations:
 - a. Proclamation: Month of the Young Child
 - b. Presentation: Students in City Government Program. **Joy Toms, Strategic Planning Commission Member**
5. Roll Call:
6. Set Meeting Agenda:
7. Public Hearings:
8. Requests and Petitions of Citizens:
9. Unfinished Business:
 - a. Consideration of 2019 Boards and Commissions appointments.
Kelly Stultz, Director of Planning & Inspections
10. New Business:
 - a. Consideration of bid acceptance for the Mebane Bridge Digestion Improvements.
Terry Shelton, Director of Public Utilities
 - b. Request to approve Strategic Plan funding to resurface the Bridge Street and Mill Avenue walking tracks. **Johnny Farmer, Director of Parks & Recreation**
 - c. Consideration of a proposal to waive building permit fees for downtown projects that include more than \$100,000 in renovation costs. **Mike Dougherty, Director of Economic Development, and Kelly Stultz, Director of Planning & Inspections**
 - d. Request to adopt an ordinance for the demolition of a structure at 219 Matthews Street under the City of Eden Human Habitation Ordinance.
Kelly Stultz, Director of Planning & Inspections
 - e. Request to adopt an ordinance for the demolition of a structure at 11684 NC 770 under the City of Eden Human Habitation Ordinance.
Kelly Stultz, Director of Planning & Inspections
 - f. Request to adopt an ordinance for the demolition of a structure at 319 Main Street under the City of Eden Human Habitation Ordinance.
Kelly Stultz, Director of Planning & Inspections

- g. Request to adopt an ordinance for the demolition of a structure at 410 Main Street under the City of Eden Human Habitation Ordinance.
Kelly Stultz, Director of Planning & Inspections

11. Reports from Staff:

- a. City Manager's Report. **Brad Corcoran, City Manager**

12. Consent Agenda:

- a. Approval and adoption of February 19, 2019 Minutes. **Deanna Hunt, City Clerk**
- b. Approval and adoption of the 2019 Records Retention and Disposition Schedule.
North Carolina Department of Cultural Resources
- c. Approval and adoption of a Resolution in support of the current ABC control system for the sale of liquor. **Gary Robinette, ABC Board**
- d. Approval of a Contract between the Eden Fire Department and Rockingham County to provide fire protection. **Tommy Underwood, Fire Chief**

13. Announcements:

14. Adjourn:



**Proclamation
Month of the Young Child**

WHEREAS, the Rockingham County Partnership for Children, in its 21st year of providing services to young children and their families, along with our early childhood community, in conjunction with the North Carolina Association for the Education of Young Children and the National Association for the Education of Young Children, are celebrating the “Month of the Young Child™” throughout April 2019; and

WHEREAS, these organizations are working to promote and inspire high quality early childhood experiences for our state’s youngest citizens, that can provide a foundation of learning and success for children in Eden and throughout Rockingham County; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, and make a difference in the lives of young children in Eden and Rockingham County deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to the futures of our young children and to the prosperity of our society;

NOW, THEREFORE, I, Neville Hall, Mayor of Eden, do hereby proclaim the month of April as the

“Month of the Young Child™”

in Eden, North Carolina and encourage all citizens to work to support and invest in early childhood in the City and throughout Rockingham County.

This the 19th day of March, 2019.

By:

Neville Hall
Mayor

Attest:

Deanna Hunt
City Clerk



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

TO: Honorable Mayor and City Council
THRU: Brad Corcoran, City Manager
FROM: Kelly K. Stultz, AICP, Director
SUBJECT: **Appointment of New Member to Strategic Planning Commission**
DATE: March 7, 2019

There are currently three vacancies on the Eden Strategic Planning Commission. The Commission would like to recommend Edgar Robertson to fill one of those positions. We would ask that you appoint him to the Eden Strategic Planning Commission.

If you have any questions, please do not hesitate to contact me.

CITY OF EDEN – MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THRU: TERRY SHELTON, DIRECTOR OF PUBLIC UTILITIES

FROM: MELINDA WARD, WASTEWATER TREATMENT PLANT SUPERINTENDENT

DATE: MARCH 8, 2019

SUBJECT: REQUEST FOR CONSIDERATION OF BID ACCEPTANCE FOR MEBANE BRIDGE DIGESTION IMPROVEMENTS

Sealed bids were received by the City of Eden on February 27, 2019, for the Mebane Bridge Digestion Improvements. Four contractors submitted bid packages. The W. K. Dickson Engineers have reviewed the bid documents and checked with references, of the apparent lowest bidder Frizzell Construction, acknowledgeable with the contractors' work. Our staff have also reviewed the bid documents and have found the bids to be acceptable. The bid tabulation is shown in the table below and the W. K. Dickson BID Tabulation and Recommendation letter is attached.

Contractors	Base Bid Price	Engineer's Cost Estimate	Different Under/Over Engineer's Estimate
Frizzell Construction Company, Inc.	\$2,043,211	\$2,400,000	-\$356,789
English Construction Company, Inc.	\$2,384,000	\$2,400,000	-\$16,000
Shook Construction Co.	\$2,615,000	\$2,400,000	\$215,000
Laughlin-Sutton Construction Company	\$2,700,600	\$2,400,000	\$300,600

The staff recommends that Council approve and accept the bid submitted by Frizzell Construction Company, Inc., as the lowest bid to meeting our bidding requirements for our project. For this project, the base bid from Frizzell Construction will be \$356,789 under the engineer's estimate. For the Frizzell Construction base bid is acceptable for the Wastewater Treatment Plant needs and will be under the EPA-AOC Remediation Plan budget for this project.

Because this is loan and grant-funded project, we will forward the bid with Council approval to the Division of Water Infrastructure to receive authorization to award the contract to the contractor approved by Council.



March 6, 2019

Mr. Terry Shelton
City of Eden, Town Hall
308 Stadium Drive
Eden, NC 27288

**RE: City of Eden, North Carolina
Mebane Bridge WWTP Residual Management System Rehabilitation
WKD Project No. 20170041.00.CL
Bid Tabulation and Recommendation**

Dear Mr. Shelton:

Enclosed is the Certified Bid Tabulation for the Mebane Bridge WWTP Residuals Management System Rehabilitation Project, as well as copies of the four bids submitted. The three lowest bidders, based on the base bid, are Frizzell Construction Company, English Construction Company, Inc., and Shook Construction Company.

During our review of the four bids that were submitted for the project, we found several minor deviations, and one math error. These deviations include the use of the incorrect bid form using the Bid Form from Addendum 1 instead of Addendum 2, dating the acknowledgement of the receipt of each of the four Addendums instead of signing in acknowledgement. It is at the discretion of the City of Eden that these deviations may be waived. The math error occurs on the Laughlin-Sutton Construction Company's price for Item B. Additive Option where "Three Million One Hundred Sixty Thousand" is written in words and "3,160.00" is written in numbers.

References for the apparent lowest bidder, Frizzell Construction Company were contacted. From these references received a positive feedback with the exception of large plant projects that fell behind schedule. However, with further investigation it is believed that the reason that the projects that fell behind schedule do not apply to this proposed project.

Based on the information we have at this time, we recommend the City of Eden award the contract in the amount of \$2,043,211.00 to Frizzell Construction Company to perform the subject work. This recommendation does not include the additive option of \$425,000.00 for the owner's preferred

Mr. Shelton
March 6, 2019
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equipment. Frizzell Construction Company must provide shop drawing submittals to the City as required in the Contract Documents.

We have included the original bid forms for all four contractors.

We appreciate the opportunity to provide this service for the City of Eden, and we are available to answer any questions you may have.

Sincerely,

W.K. Dickson & Co., Inc.



Rebecca E Turner, PE
Project Engineer

Enclosures:

Bid Tab

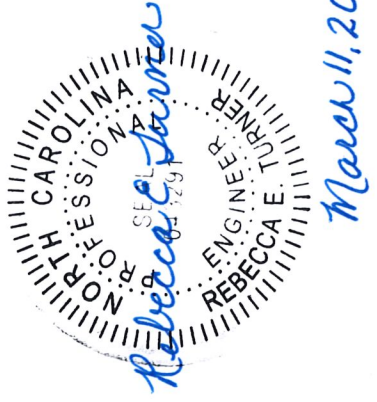
Original Bid Packet submitted by Frizzell Construction Company, English Construction Company, Shook Construction Company, and Laughlin-Sutton Company

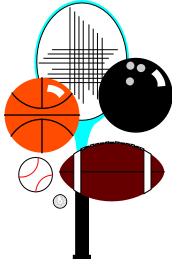
BID TABULATION
Mebane Bridge WWTP Residuals Management System Rehabilitation
 City of Eden, NC
 BID DATE: February 27, 2019
 WKD# 20170041.00.CL

	Frizzell Construction Company, Inc. 1501 Bluff City Hwy Bristol, TN 37620 License No. 6138	English Construction Company, Inc. 615 Church Street Lynchburg, VA 24504 License No. 8786	Shook Construction Co. 3453 Apex Parkway Apex, NC 27502 License No. 21618	Laughlin-Sutton Construction Company 5855 Rudd Station Road Browns Summit, NC 27214 License No. 3067
A. Base Bid. Total Stipulated Sum Base Bid Price for Mebane Bridge WWTP Residuals Management System Rehabilitation	\$2,043,211.00	\$2,384,000.00	\$2,615,000.00	\$2,700,600.00
B. Additive Option. Total Stipulated Sum Owner Elective Bid Item	\$425,000.00	\$461,000.00	\$3,052,000.00	\$3,160,000.00
I. Alternative Bid Total With Alternative Additive Option. Total Stipulated Sum Alternative Bid With Alternative Additive Option	No Bid	\$610,000.00	\$3,052,000.00	\$3,160,000.00

I hereby certify that the above is a true and correct (to the best of my knowledge) tabulation of bids received on February 27, 2019.

Rebecca Turner, PE
 W.K. Dickson & Co., Inc.
 NC License No. F-0374





Eden Parks & Recreation Department
308 East Stadium Drive, Eden, NC 27288-3523
Voice 336-623-2110, Fax 336-623-4041

MEMORANDUM

TO: Honorable Mayor & City Council
THRU: Brad Corcoran, City Manager
FROM: Johnny Farmer, Parks & Recreation Director
SUBJECT: Bridge Street and Mill Avenue Walking Tracks Resurfacing
DATE: March 8, 2019

City Staff ask the Strategic Plan Committee on August 17, 2018 to fund the paving of the parking lot at the Matrimony Creek Greenway/Nature Trail in the amount of \$42,000 and this item was approved by the Committee. This item was also approved by the City Council at its September 18, 2018 City Council meeting.

However, during the past month, City Staff has learned that due to work being required by the EPA Administrative Order that is taking place along Matrimony Creek, the parking lot area at the Matrimony Creek Greenway will be included in the necessary repairs associated with this work. City Staff has decided to put the paving of the Parking Lot on hold indefinitely, due to not knowing when the EPA Administrative Order work will be done in the Matrimony Creek area.

Staff presented the above information to the Strategic Planning Commission on March 8, 2019 and asked that the funds designated for this project, be used to resurface the walking tracks at the Bridge Street Recreation Center and Mill Avenue Recreation Center, which were approved. The amount to do these two sites is \$36,000.

City Staff would like to recommend that the Mayor and City Council approve the resurfacing of the Walking Tracks at the Bridge Street Recreation Center and the

Mill Avenue Recreation Center at an amount not to exceed \$36,000, using funds from the Positively Eden Strategic Plan Account.

If you have any questions or need additional information, please advise.



Economic Development Department & Planning & Inspections Department

March 8, 2019

To: The Honorable Mayor and Eden City Council

Thru: Brad Corcoran, Eden City Manager

From: Mike Dougherty, Director of Economic Development
Kelly Stultz, Director of Planning & Inspections

Re: Waiving of Building Permit Fees

Eden has been a NC Main Street community since 2003. Main Street is best defined as economic development in the context of historic preservation. There are several historic buildings in all traditional Eden downtown areas. The goal of downtown revitalization is to have these buildings restored to their former prominence so they can contribute to both the quality of the downtown areas and generate tax revenue for Eden.

Traditionally, incentives have been included in industrial projects but seldom for small businesses. A proposal is being made to waive building permit fees for downtown projects that include more than \$100,000 in renovation costs. Projects with this level of investment would become “game changers” for the downtown areas.

This proposal would not affect the City’s general fund because the fees in question are one time sources of new revenue. The benefit to the City is that the fee waiver will help encourage building rehabilitation, thereby increasing the tax value of rehabilitated buildings which results in additional tax revenue. This revenue should offset the loss of building permit fees.

Please let us know if you have questions about this proposal.



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Brad Corcoran, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: **Multiple Requests for Demolition of Structures**
Date: March 8, 2019

Tonight the Planning and Inspections Department is asking for authorization to proceed to effectuate the purpose of the Human Habitation Standards as set out in Article IV of Chapter 4 of the Eden City Code.

Attached you will find copies of the Complaints and Orders for each property. This is a summary of our request for tonight and the impact on our line item for Contracted Services. We ask that you consider these in the order that they are listed below:

ADDRESS:	LOW BID:
11684 NC 770	\$ 3,900.00
219 Matthews Street	\$ 2,400.00
410 Main Street	\$ 6,000.00
319 Main Street	\$ 8,500.00
TOTAL	\$ 20,800.00

Available funds in the Contracted Services Account is \$59,282.78.

The Fire Department has examined each of these properties and cannot burn any of them due to the asbestos and contents.

In our report at the Budget Retreat, we reported that we also planned to ask for the demolition of 133 S. New Street and 604 Friendly Road. The owners of those properties are in the process of demolishing the houses themselves.



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Brad Corcoran, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: Human Habitation Standards Action/219 Matthews Street
Date: March 8, 2019

Attached you will find a section of the Human Habitation Standards Ordinance relating to the steps to be taken when an owner fails to comply with an order to repair or demolish. Also attached is a copy of the Complaint and Notice of Hearing which sets out the violations found at the initial inspection and a copy of the Findings of Fact and Order. The City of Eden Human Habitation Standards Ordinance and the enabling legislation permit the City Council, upon adoption of an Ordinance, to order the repair or demolition of the structure. Six (6) bids were submitted to this department as follows:

Sam W. Smith, Inc.	\$14,000.00
Brad Fisher Hauling	\$ 2,800.00
Kenny Frith	\$ 2,400.00
Rabco, Inc.	\$ 3,470.00
Loye Grading	\$ 2,500.00
Crawford's Plumbing	\$ 8,900.00

Staff recommends that Kenny Frith be awarded the bid for the demolition of the house with the lowest bid being in the amount of \$2,400.00.

Once the demolition is done at the City's expense, actions can be taken to recoup the funds in the same manner as the collection of special assessments. Special assessments are a lien only on the property in question. That means the best remedy available to us is foreclosure. There is no guarantee that these funds can be recovered.

§ 4-90 FAILURE TO COMPLY WITH ORDER; OWNER.

(A) If the owner fails to comply with an order to repair, alter or improve the dwelling, the Director may:

(1) Cause such dwelling to be repaired, altered or improved, and pending such repairs, alterations or improvements, may order such dwelling vacated and closed.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(B) If the owner fails to comply with an order to remove or demolish the dwelling, the Director may:

(1) Cause such dwelling to be vacated and closed, removed or demolished.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(C) The duties of the Director set forth in subsections (A) and (B) shall not be exercised until the City Council, by ordinance, shall have ordered the Director to proceed to effectuate the purpose of this article with respect to the particular property or properties which the Director shall have found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with this article. Such ordinances shall be recorded in the office of the Register of Deeds of Rockingham County and shall be indexed in the name of the property owner in the grantor index.

(D) The amount of the cost of repairs, alterations or improvements, or vacating and closing, or removal or demolition by the Director shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by G.S. Chapter 160A, Article 10. If the dwelling is removed or demolished by the Director, he shall sell the materials of such dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of such sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court of Rockingham County by the Director, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. (Ord. passed 5-15-95)

COMPLAINT AND NOTICE OF HEARING BEFORE
HOUSING INSPECTOR UNDER HOUSING CODE

TO: Owners and parties in interest in the property located at 219 MATTHEWS STREET including any accessory structure, of the City of Eden, North Carolina.

ERSLEY HAMPTON; all assignees, heirs at law and devisees of ERSLEY HAMPTON together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of ERSLEY HAMPTON; WINSTON SHERMAN HAMPTON; all assignees, heirs at law and devisees of WINSTON SHERMAN HAMPTON together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of WINSTON SHERMAN HAMPTON.

YOU ARE HEREBY NOTIFIED that the dwelling unit and/or lot located at the address designated above is in a condition that appears to be unfit for human habitation and to violate the City of Eden Minimum Housing Code in the following ways:

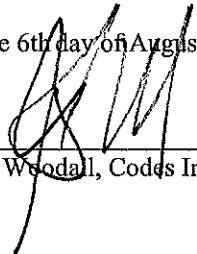
Dilapidation, decay, unsanitary conditions or disrepair

YOU ARE FURTHER NOTIFIED that a hearing will be held before the Housing Inspector of the City of Eden at 308 East Stadium Dr. at **9:15 A.M. , August 30, 2018** for the purpose of finding the facts as to whether or not the condition of such property falls within the scope of the above mentioned sections of the Housing Code. At the hearing, you shall be entitled to offer such evidence as is relevant to material to the questions sought to be determined or the remedies to be effected.

YOU ARE FURTHER NOTIFIED that if, upon such hearing, the Housing Inspector shall find that the conditions of the above described property do in fact violate the Housing Code, and do in fact render such dwelling unit unfit for human habitation, the Housing Inspector will issue an order in writing directed to the owner of such property requiring the owner to remedy these conditions. The Housing Inspector may make such other orders and take such other procedures as are authorized under the Housing Code and the General Statutes of North Carolina.

Further information as to this matter may be obtained by contacting the undersigned at (336) 623-2110.

This the 6th day of August, 2018.



Joshua Woodall, Codes Inspector

FINDING OF FACT AND ORDER

TO: Owners and parties in interest in the property located at 219 MATTHEWS STREET including any accessory structure of the City of Eden, North Carolina.

ERSLEY HAMPTON; all assignees, heirs at law and devisees of ERSLEY HAMPTON together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of ERSLEY HAMPTON; WINSTON SHERMAN HAMPTON; all assignees, heirs at law and devisees of WINSTON SHERMAN HAMPTON together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of WINSTON SHERMAN HAMPTON.

The undersigned Housing Inspector of the City of Eden pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the Answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and such inspection and examination has been considered along with the other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is unfit for human habitation and violation of the City Minimum Housing Code, and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agents or attorneys, were present and participated therein:

NONE.

2. The premises described above violates the City Minimum Housing Code, by reason of the conditions found to be present and to exist in and about the structure. The following is a description of conditions:

Dilapidation, decay, unsanitary conditions or disrepair

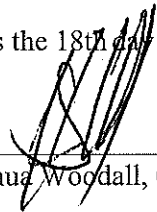
3. Due to conditions, the building and or premises described above is found to be in condition within the meaning of the City Minimum Housing Code.

IT IS THEREFORE ORDERED that the owners of the property above are required to bring such property into compliance with the Minimum Housing Code by:

Repairing, altering, improving or vacating and demolishing the dilapidated structure and cleaning up the premises.

By a date not later than November 18, 2018

This the 18th day of September, 2018.



Joshua Woodall, Codes Inspector



Prepared by and Return to:
Erin B. Gilley

AN ORDINANCE AND ORDER
FOR THE DEMOLITION OF
PROPERTY AT 219 MATTHEWS STREET,
EDEN, NORTH CAROLINA

THIS ORDINANCE is issued pursuant to the provisions of North Carolina General Statutes §160A-443 and Chapter 4, Article IV of the Eden City Code.

WHEREAS, on the 6th day of August, 2018, the Director of the Planning and Inspections Department examined the dwelling owned by the heirs of Ersley Hampton at 219 Matthews Street, Eden, North Carolina and found it to be unfit for human habitation, that said property is more particularly described as follows:

BEGINNING at the southwest corner of Lot No. 2, and running thence North 88 deg. 30 min. East 90 feet to the line of Lot No. 4; thence North 3 deg. 30 min. East 327.5 feet to the line of J. C. Cox's land; thence South 88 deg. 30 min. West 90 feet to Lot No. 2; thence South 3 deg. 30 min. West 327.5 feet to the BEGINNING and being all of Lot No. 3, which fell to the parties of the first part in the Division of the lands of Robert Harris in the matter of Malinda Muse vs. Pleas Harris and others. Deed Reference: Book 328, page 262.

The above described property being more commonly known as 219 Matthews Street, Eden, North Carolina, and being further identified by the Rockingham County Tax Dept. as PIN 7080-05-19-1303-00 and Unique ID 108349.

WHEREAS, on the 6th day of August, 2018, the Director caused to be issued a Complaint and Notice of Hearing for the 30th day of August, 2018, which was served on the property owners by publishing it in the Rockingham Now on the 19th day of August, 2018, and by posting on the subject property on the 8th day of August, 2018; and

WHEREAS, the hearing was held on the 30th day of August, 2018, and the Director issued an Order to repair, alter, improve or vacate and demolish the dwelling located on the property; and

WHEREAS, a copy of the Order was served on the property owners by publishing in the Rockingham Now on the 26th day of September, 2018, and by posting a copy on the subject property on the 19th day of September, 2018; and

WHEREAS, the property owners did not appeal the Order and, pursuant to Chapter 4, Section 4-89(b) of the Eden City Code, a copy of the order has been mailed to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notice; and

WHEREAS, the Owners have had a reasonable opportunity to bring the property into conformity with Chapter 4, Article IV of the Eden City Code and they have failed to take any action to comply with the Director's Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eden that the Director is hereby ordered to proceed to effectuate the purpose of the Human Habitation Standards set out in Article IV of Chapter 4 of the Eden City Code with respect to the property described above by demolishing the structures located thereon.

IT IS FURTHER ORDERED that a certified copy of this Ordinance and Order shall be recorded in the Office of the Register of Deeds of Rockingham County, North Carolina, and indexed in the names of Ersley Hampton, Ersley Cornelia Brodie, Winston Sherman Hampton, Dennis Mitchell Hampton, and Vanear Wayne Hampton in the Grantor and Grantee index.

IT IS FURTHER ORDERED that the amount of the cost of demolishing the dwelling by the Director shall be a lien against the real property upon which the cost was incurred, said lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by North Carolina General Statutes Chapter 160A, Article 10.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of March, 2019.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Brad Corcoran, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: Human Habitation Standards Action/11684 NC 770
Date: March 8, 2019

Attached you will find a section of the Human Habitation Standards Ordinance relating to the steps to be taken when an owner fails to comply with an order to repair or demolish. Also attached is a copy of the Complaint and Notice of Hearing which sets out the violations found at the initial inspection and a copy of the Findings of Fact and Order. The City of Eden Human Habitation Standards Ordinance and the enabling legislation permit the City Council, upon adoption of an Ordinance, to order the repair or demolition of the structure. Five (5) bids were submitted to this department as follows:

Sam W. Smith, Inc.	\$12,000.00
Brad Fisher Hauling	\$ 5,000.00
Kenny Frith	\$ 5,500.00
Rabco, Inc.	\$ 3,900.00
Loye Grading	\$ 6,000.00

Staff recommends that RABCO, Inc. be awarded the bid for the demolition of the house with the lowest bid being in the amount of \$3,900.00.

Once the demolition is done at the City's expense, actions can be taken to recoup the funds in the same manner as the collection of special assessments. Special assessments are a lien only on the property in question. That means the best remedy available to us is foreclosure. There is no guarantee that these funds can be recovered.

§ 4-90 FAILURE TO COMPLY WITH ORDER; OWNER.

(A) If the owner fails to comply with an order to repair, alter or improve the dwelling, the Director may:

(1) Cause such dwelling to be repaired, altered or improved, and pending such repairs, alterations or improvements, may order such dwelling vacated and closed.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(B) If the owner fails to comply with an order to remove or demolish the dwelling, the Director may:

(1) Cause such dwelling to be vacated and closed, removed or demolished.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(C) The duties of the Director set forth in subsections (A) and (B) shall not be exercised until the City Council, by ordinance, shall have ordered the Director to proceed to effectuate the purpose of this article with respect to the particular property or properties which the Director shall have found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with this article. Such ordinances shall be recorded in the office of the Register of Deeds of Rockingham County and shall be indexed in the name of the property owner in the grantor index.

(D) The amount of the cost of repairs, alterations or improvements, or vacating and closing, or removal or demolition by the Director shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by G.S. Chapter 160A, Article 10. If the dwelling is removed or demolished by the Director, he shall sell the materials of such dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of such sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court of Rockingham County by the Director, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. (Ord. passed 5-15-95)

COMPLAINT AND NOTICE OF HEARING BEFORE
HOUSING INSPECTOR UNDER HOUSING CODE

TO: Owners and parties in interest in the property located at 11684 NC 770 including any accessory structure of the City of Eden, North Carolina.

YOU ARE HEREBY NOTIFIED that the dwelling unit and/or lot located at the address designated above is in a condition that appears to be unfit for human habitation and to violate the City of Eden Minimum Housing Code as follows:

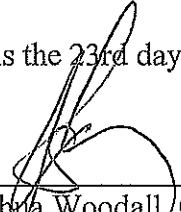
Wind or fire damage – House completely destroyed by fire

YOU ARE FURTHER NOTIFIED that a hearing will be held before the Housing Inspector of the City of Eden at 308 East Stadium Dr. at **9:00 A.M., SEPTEMBER 20, 2018**, for the purpose of finding the facts as to whether or not the condition of such property falls within the scope of the above mentioned sections of the Housing Code. At the hearing, you shall be entitled to offer such evidence as is relevant to material to the questions sought to be determined or the remedies to be effected.

YOU ARE FURTHER NOTIFIED that if, upon such hearing, the Housing Inspector shall find that the conditions of the above described property do in fact violate the Housing Code, and do in fact render such dwelling unit unfit for human habitation, the Housing Inspector will issue an order in writing directed to the owner of such property requiring the owner to remedy these conditions. The Housing Inspector may make such other orders and take such other procedures as are authorized under the Housing Code and the General Statutes of North Carolina.

Further information as to this matter may be obtained by contacting the undersigned at (336) 623-2110.

This the 23rd day of August, 2018.



Joshua Woodall, Codes Inspector

FINDING OF FACT AND ORDER

TO: Owners and parties in interest of the property located at 11684 NC 770 including any accessory structure, City of Eden, North Carolina.

The undersigned Housing Inspector of the City of Eden pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the Answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and such inspection and examination has been considered along with the other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is unfit for human habitation and violation of the City Minimum Housing Code, and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agents or attorneys, were present and participated therein:

NONE

2. The premises described above violate the City Minimum Housing Code, by reason of the conditions found to be present and to exist in and about the structure as follows:

Wind or fire damage – House completely destroyed by fire

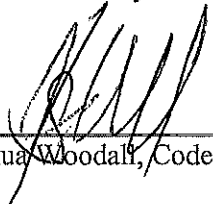
3. Due to conditions, the building and or premises described above is found to be in condition within the meaning of the City Minimum Housing Code.

IT IS THEREFORE ORDERED that the owners of the property above are required to bring such property into compliance with the Minimum Housing Code by:

Repairing, altering, improving or vacating and demolishing the dilapidated structure and cleaning up the premises.

By a date not later than **DECEMBER 21, 2018**.

This the 21st day of September, 2018.



Joshua Woodall, Codes Inspector



11/11/2023

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11/11/2023



Prepared by and Return to:
Erin B. Gilley

AN ORDINANCE AND ORDER
FOR THE DEMOLITION OF
PROPERTY AT 11684 NC 770,
EDEN, NORTH CAROLINA

THIS ORDINANCE is issued pursuant to the provisions of North Carolina General Statutes §160A-443 and Chapter 4, Article IV of the Eden City Code.

WHEREAS, on the 24th day of August, 2018, the Director of the Planning and Inspections Department examined the dwelling owned by Gerald Franklin Mills and wife, Raticscqua Tierra-Nicole Mills at 11684 NC 770, Eden, North Carolina and found it to be unfit for human habitation, that said property is more particularly described as follows:

BEGINNING at an iron set 20 feet south of the center line of the Leaksville-Danville Road, the South edge of said road, and said beginning point also being the Northeast corner of a tract deeded Aaron Hairston and wife, Emma Hairston by Deed dated January 19, 1933; thence with the South edge of the Leaksville-Danville Road, South 80 deg. 30 min. East 112 feet to an iron, set 20 feet from the center line of said road; thence South 41 deg. 40 min. West 478.83 feet to an iron; thence North 48 deg. 20 min. West 94.81 feet to an iron, the Southeast corner of the Aaron Hairston Tract; thence with the East line of said tract North 41 deg. 40 min. East 419.2 feet to the point of beginning and containing 42,571 sq. ft. more or less. Same being a part of the Glenn or Knob tract, as per survey by W. T. Combs, made November 3, 1937.

The above described property being more commonly known as 11684 NC 770, Eden, North Carolina, and being further identified by the Rockingham County Tax Dept. as PIN 8001-00-23-4483-00 and Unique ID 146998.

WHEREAS, on the 23rd day of August, 2018, the Director caused to be issued a Complaint and Notice of Hearing for the 20th day of September, 2018, which was served on the property owner, Gerald Franklin Mills, by certified mail, return receipt requested, on the 31st day of August, 2018, by first class mail and by posting on the subject property on the 24th day of August, 2018; that the certified mail, return receipt requested, addressed to Raticscqua T. Mills was returned by the U.S. Postal service marked "Moved Left No Address;" and

WHEREAS, the hearing was held on the 20th day of September, 2018, and the Director issued an Order to repair, alter, improve or vacate and demolish the dwelling located on the property; and

WHEREAS, a copy of the Order was served on the property owners by certified mail, return receipt requested, by first class mail, and by posting a copy on the subject property on the 21st day of September, 2018; that the certified mail, return receipt requested, was returned by the U.S. Postal Service marked "Unclaimed;" and

WHEREAS, the property owners did not appeal the Order and, pursuant to Chapter 4, Section 4-89(b) of the Eden City Code, a copy of the order has been mailed to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notice; and

WHEREAS, the Owners have had a reasonable opportunity to bring the property into conformity with Chapter 4, Article IV of the Eden City Code and they have failed to take any action to comply with the Director's Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eden that the Director is hereby ordered to proceed to effectuate the purpose of the Human Habitation Standards set out in Article IV of Chapter 4 of the Eden City Code with respect to the property described above by demolishing the structures located thereon.

IT IS FURTHER ORDERED that a certified copy of this Ordinance and Order shall be recorded in the Office of the Register of Deeds of Rockingham County, North Carolina, and indexed in the name of Gerald Franklin Mills and wife, Raticqua Tierra-Nicole Mills in the Grantor and Grantee index.

IT IS FURTHER ORDERED that the amount of the cost of demolishing the dwelling by the Director shall be a lien against the real property upon which the cost was incurred, said lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by North Carolina General Statutes Chapter 160A, Article 10.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of March, 2019.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Brad Corcoran, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: Human Habitation Standards Action/319 Main Street
Date: March 8, 2019

Attached you will find a section of the Human Habitation Standards Ordinance relating to the steps to be taken when an owner fails to comply with an order to repair or demolish. Also attached is a copy of the Complaint and Notice of Hearing which sets out the violations found at the initial inspection and a copy of the Findings of Fact and Order. The City of Eden Human Habitation Standards Ordinance and the enabling legislation permit the City Council, upon adoption of an Ordinance, to order the repair or demolition of the structure. Five (5) bids were submitted to this department as follows:

Sam W. Smith, Inc.	\$20,000.00
Brad Fisher Hauling	\$ 8,500.00
Kenny Frith	\$ 8,500.00
Rabco, Inc.	\$25,000.00
Loye Grading	\$15,000.00

Staff recommends that Brad Fisher Hauling be awarded the bid for the demolition of the house with the bid being in the amount of \$8,500.00. As you can see, two contractors had identical bids. Both of them are regular bidders for our program and we depend on them. We are recommending Mr. Fisher because, as of late, Mr. Frith has received several jobs.

Once the demolition is done at the City's expense, actions can be taken to recoup the funds in the same manner as the collection of special assessments. Special assessments are a lien only on the property in question. That means the best remedy available to us is foreclosure. There is no guarantee that these funds can be recovered.

§ 4-90 FAILURE TO COMPLY WITH ORDER; OWNER.

(A) If the owner fails to comply with an order to repair, alter or improve the dwelling, the Director may:

(1) Cause such dwelling to be repaired, altered or improved, and pending such repairs, alterations or improvements, may order such dwelling vacated and closed.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(B) If the owner fails to comply with an order to remove or demolish the dwelling, the Director may:

(1) Cause such dwelling to be vacated and closed, removed or demolished.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(C) The duties of the Director set forth in subsections (A) and (B) shall not be exercised until the City Council, by ordinance, shall have ordered the Director to proceed to effectuate the purpose of this article with respect to the particular property or properties which the Director shall have found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with this article. Such ordinances shall be recorded in the office of the Register of Deeds of Rockingham County and shall be indexed in the name of the property owner in the grantor index.

(D) The amount of the cost of repairs, alterations or improvements, or vacating and closing, or removal or demolition by the Director shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by G.S. Chapter 160A, Article 10. If the dwelling is removed or demolished by the Director, he shall sell the materials of such dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of such sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court of Rockingham County by the Director, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. (Ord. passed 5-15-95)

COMPLAINT AND NOTICE OF HEARING BEFORE
HOUSING INSPECTOR UNDER HOUSING CODE

TO: Owners and parties in interest in the property located at 319 Main Street including any accessory structure of the City of Eden, North Carolina.

KERRY DAVID JONES; all assignees, heirs at law and devisees of KERRY DAVID JONES together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of KERRY DAVID JONES.

YOU ARE HEREBY NOTIFIED that the dwelling unit and/or lot located at the address designated above is in a condition that appears to be unfit for human habitation and to violate the City of Eden Minimum Housing Code as follows:

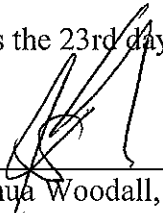
Dilapidation, decay, unsanitary conditions or disrepair

YOU ARE FURTHER NOTIFIED that a hearing will be held before the Housing Inspector of the City of Eden at 308 East Stadium Dr. at **8:30 A.M., SEPTEMBER 20, 2018**, for the purpose of finding the facts as to whether or not the condition of such property falls within the scope of the above mentioned sections of the Housing Code. At the hearing, you shall be entitled to offer such evidence as is relevant to material to the questions sought to be determined or the remedies to be effected.

YOU ARE FURTHER NOTIFIED that if, upon such hearing, the Housing Inspector shall find that the conditions of the above described property do in fact violate the Housing Code, and do in fact render such dwelling unit unfit for human habitation, the Housing Inspector will issue an order in writing directed to the owner of such property requiring the owner to remedy these conditions. The Housing Inspector may make such other orders and take such other procedures as are authorized under the Housing Code and the General Statutes of North Carolina.

Further information as to this matter may be obtained by contacting the undersigned at (336) 623-2110.

This the 23rd day of August, 2018.



Joshua Woodall, Codes Inspector

FINDING OF FACT AND ORDER

TO: Owners and parties in interest of the property located at **319 Main Street including any accessory structure**, City of Eden, North Carolina.

KERRY DAVID JONES; all assignees, heirs at law and devisees of KERRY DAVID JONES together with all creditors and lienholders regardless of how or through whom they claim, and any and all persons claiming any interest in the estate of KERRY DAVID JONES.

The undersigned Housing Inspector of the City of Eden pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the Answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and such inspection and examination has been considered along with the other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is unfit for human habitation and violation of the City Minimum Housing Code, and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agents or attorneys, were present and participated therein:

NONE

2. The premises described above violate the City Minimum Housing Code, by reason of the conditions found to be present and to exist in and about the structure, as follows:

Dilapidation, decay, unsanitary conditions or disrepair

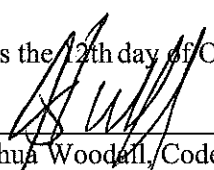
3. Due to conditions, the building and or premises described above is found to be in condition within the meaning of the City Minimum Housing Code.

IT IS THEREFORE ORDERED that the owners of the property above are required to bring such property into compliance with the Minimum Housing Code by:

Repairing, altering, improving or vacating and demolishing the dilapidated structure and cleaning up the premises.

By a date not later than November 12, 2018.

This the 12th day of October, 2018.



Joshua Woodall, Codes Inspector











Prepared by and Return to:
Erin B. Gilley

AN ORDINANCE AND ORDER
FOR THE DEMOLITION OF
PROPERTY AT 319 MAIN STREET,
EDEN, NORTH CAROLINA

THIS ORDINANCE is issued pursuant to the provisions of North Carolina General Statutes §160A-443 and Chapter 4, Article IV of the Eden City Code.

WHEREAS, on the 23rd day of August, 2018, the Director of the Planning and Inspections Department examined the dwelling owned by the heirs of Kerry David Jones at 319 Main Street, Eden, North Carolina and found it to be unfit for human habitation, that said property is more particularly described as follows:

Commencing at the southwest corner of Eastern and Main Streets in Draper, N.C. and runs thence South 5 deg. East 200 feet with the western line of Main Street to the corner between Lots 4 and 5, the Point of Beginning; thence South 5 deg. East 100 feet with western line of Main Street to corner between Lots 6 and 7; thence South 85 deg. West 150 feet to corner between Lots 6 and 7; thence North 5 deg. West 100 feet to corner between Lots 4 and 5; thence North 85 deg. East 150 feet with line of Lot 4 to the POINT OF BEGINNING and is all of Lots 5 and 6, Section 16, as shown on map of Main Street Development, Draper, N.C. by E.E. Easley, C.E. and dated July, 1920.

The above described property being more commonly known as 319 Main Street, Eden, North Carolina, and being further identified by the Rockingham County Tax Dept. as PIN 7090-07-59-1675-00 and Unique ID 110923.

WHEREAS, on the 23rd day of August, 2018, the Director caused to be issued a Complaint and Notice of Hearing for the 20th day of September, 2018, which was served on the property owners by publishing it in the Rockingham Now on the 29th day of August, 2018, and by posting on the subject property on the 24th day of August, 2018; and

WHEREAS, the hearing was held on the 20th day of September, 2018, and the Director subsequently issued an Order on the 12th day of October, 2018, to repair, alter, improve or vacate and demolish the structure located on the property; and

WHEREAS, a copy of the Order was served on the property owners by publishing in the Rockingham Now on the 17th day of October, 2018, and by posting a copy on the subject property on the 18th day of October, 2018; and

WHEREAS, the property owners did not appeal the Order and, pursuant to Chapter 4, Section 4-89(b) of the Eden City Code, a copy of the order has been mailed to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notice; and

WHEREAS, the Owners have had a reasonable opportunity to bring the property into conformity with Chapter 4, Article IV of the Eden City Code and they have failed to take any action to comply with the Director's Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eden that the Director is hereby ordered to proceed to effectuate the purpose of the Human Habitation Standards set out in Article IV of Chapter 4 of the Eden City Code with respect to the property described above by demolishing the structures located thereon.

IT IS FURTHER ORDERED that a certified copy of this Ordinance and Order shall be recorded in the Office of the Register of Deeds of Rockingham County, North Carolina, and indexed in the name of Kerry David Jones in the Grantor and Grantee index.

IT IS FURTHER ORDERED that the amount of the cost of demolishing the dwelling by the Director shall be a lien against the real property upon which the cost was incurred, said lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by North Carolina General Statutes Chapter 160A, Article 10.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of March, 2019.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk



Planning and Inspections Department

P. O. Box 70, 308 E Stadium Drive, Eden NC 27289-0070/Telephone 336-623-2110/Fax 336-623-4057

MEMO

To: Honorable Mayor and City Council
Thru: Brad Corcoran, City Manager
From: Kelly K. Stultz, AICP, Director
Subject: Human Habitation Standards Action/410 Main Street
Date: March 8, 2019

Attached you will find a section of the Human Habitation Standards Ordinance relating to the steps to be taken when an owner fails to comply with an order to repair or demolish. Also attached is a copy of the Complaint and Notice of Hearing which sets out the violations found at the initial inspection and a copy of the Findings of Fact and Order. The City of Eden Human Habitation Standards Ordinance and the enabling legislation permit the City Council, upon adoption of an Ordinance, to order the repair or demolition of the structure. Five (5) bids were submitted to this department as follows:

Sam W. Smith, Inc.	\$19,000.00
Brad Fisher Hauling	\$ 6,000.00
Kenny Frith	\$ 6,500.00
Rabco, Inc.	\$ 8,100.00
Loye Grading	\$ 7,200.00

Staff recommends that Brad Fisher be awarded the bid for the demolition of the house with the lowest bid being in the amount of \$6,000.00.

Once the demolition is done at the City's expense, actions can be taken to recoup the funds in the same manner as the collection of special assessments. Special assessments are a lien only on the property in question. That means the best remedy available to us is foreclosure. There is no guarantee that these funds can be recovered.

§ 4-90 FAILURE TO COMPLY WITH ORDER; OWNER.

(A) If the owner fails to comply with an order to repair, alter or improve the dwelling, the Director may:

(1) Cause such dwelling to be repaired, altered or improved, and pending such repairs, alterations or improvements, may order such dwelling vacated and closed.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(B) If the owner fails to comply with an order to remove or demolish the dwelling, the Director may:

(1) Cause such dwelling to be vacated and closed, removed or demolished.

(2) Cause to be posted on the main entrance of any dwelling so closed a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful." Occupation of a building so posted shall constitute a Class 1 misdemeanor.

(C) The duties of the Director set forth in subsections (A) and (B) shall not be exercised until the City Council, by ordinance, shall have ordered the Director to proceed to effectuate the purpose of this article with respect to the particular property or properties which the Director shall have found to be unfit for human habitation and which property or properties shall be described in the ordinance. No such ordinance shall be adopted to require demolition of a dwelling until the owner has first been given a reasonable opportunity to bring it into conformity with this article. Such ordinances shall be recorded in the office of the Register of Deeds of Rockingham County and shall be indexed in the name of the property owner in the grantor index.

(D) The amount of the cost of repairs, alterations or improvements, or vacating and closing, or removal or demolition by the Director shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by G.S. Chapter 160A, Article 10. If the dwelling is removed or demolished by the Director, he shall sell the materials of such dwelling, and any personal property, fixtures or appurtenances found in or attached to the dwelling, and shall credit the proceeds of such sale against the cost of the removal or demolition and any balance remaining shall be deposited in the Superior Court of Rockingham County by the Director, shall be secured in a manner directed by the court, and shall be disbursed by the court to the persons found to be entitled thereto by final order or decree of the court. (Ord. passed 5-15-95)

COMPLAINT AND NOTICE OF HEARING BEFORE
HOUSING INSPECTOR UNDER HOUSING CODE

TO: Owners and parties in interest in the property located at 410 Main Street including any accessory structure of the City of Eden, North Carolina.

YOU ARE HEREBY NOTIFIED that the dwelling unit and/or lot located at the address designated above is in a condition that appears to be unfit for human habitation and to violate the City of Eden Minimum Housing Code as follows:

Dilapidation, decay, unsanitary conditions or disrepair

YOU ARE FURTHER NOTIFIED that a hearing will be held before the Housing Inspector of the City of Eden at 308 East Stadium Dr. at **8:30 A.M., SEPTEMBER 13, 2018**, for the purpose of finding the facts as to whether or not the condition of such property falls within the scope of the above mentioned sections of the Housing Code. At the hearing, you shall be entitled to offer such evidence as is relevant to material to the questions sought to be determined or the remedies to be effected.

YOU ARE FURTHER NOTIFIED that if, upon such hearing, the Housing Inspector shall find that the conditions of the above described property do in fact violate the Housing Code, and do in fact render such dwelling unit unfit for human habitation, the Housing Inspector will issue an order in writing directed to the owner of such property requiring the owner to remedy these conditions. The Housing Inspector may make such other orders and take such other procedures as are authorized under the Housing Code and the General Statutes of North Carolina.

Further information as to this matter may be obtained by contacting the undersigned at (336) 623-2110.

This the 23rd day of August, 2018.



Joshua Woodall, Codes Inspector

FINDING OF FACT AND ORDER

TO: Owners and parties in interest of the property located at **410 Main Street including any accessory structure**, City of Eden, North Carolina.

The undersigned Housing Inspector of the City of Eden pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the Answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and such inspection and examination has been considered along with the other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is unfit for human habitation and violation of the City Minimum Housing Code, and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agents or attorneys, were present and participated therein:

NONE

2. The premises described above violate the City Minimum Housing Code, by reason of the conditions found to be present and to exist in and about the structure. The following is a description of conditions:

Dilapidation, decay, unsanitary conditions or disrepair

3. Due to conditions, the building and or premises described above is found to be in condition within the meaning of the City Minimum Housing Code.

IT IS THEREFORE ORDERED that the owners of the property above are required to bring such property into compliance with the Minimum Housing Code by:

Repairing, altering, improving or vacating and demolishing the dilapidated structure and cleaning up the premises.

By a date not later than **DECEMBER 19, 2018**.

This the 19th day of September, 2018.



Joshua Woodall, Codes Inspector



Prepared by and Return to:
Erin B. Gilley

AN ORDINANCE AND ORDER
FOR THE DEMOLITION OF
PROPERTY AT 410 MAIN STREET,
EDEN, NORTH CAROLINA

THIS ORDINANCE is issued pursuant to the provisions of North Carolina General Statutes §160A-443 and Chapter 4, Article IV of the Eden City Code.

WHEREAS, on the 23rd day of August, 2018, the Director of the Planning and Inspections Department examined the dwelling owned by Benny David Wray, Jr. at 410 Main Street, Eden, North Carolina and found it to be unfit for human habitation, that said property is more particularly described as follows:

Being that property described in Deed Book 1481, page 2019 as Tract b and further described as Being the property acquired in Deed Book 296, Page 158 and Deed Book 222, Page 371 and Deed Book 232, Page 438 and Deed Book 369, Page 205, Rockingham County Register of Deeds and also being described as Tax Unique #112778.

The above described property being more commonly known as 410 Main Street, Eden, North Carolina, and being further identified by the Rockingham County Tax Dept. as PIN 7091-19-50-4104-00 and Parcel ID No. 112778.

WHEREAS, on the 23rd day of August, 2018, the Director caused to be issued a Complaint and Notice of Hearing for the 13th day of September, 2018, which was served on the property owner by certified mail, return receipt requested on the 4th day of September, 2018, by first class mail and by posting on the subject property on the 24th day of August, 2018; and

WHEREAS, the hearing was held on the 13th day of September, 2018, and the Director issued an Order to repair, alter, improve or vacate and demolish the dwelling located on the property; and

WHEREAS, a copy of the Order was served on the property owner by certified mail, return receipt requested, by first class mail and by posting a copy on the subject property on the 21st day of September, 2018; that the certified mail, return receipt requested, was returned by the U. S. Postal Service marked "Unclaimed;" and

WHEREAS, the Director caused a Notice of Lis Pendens to be filed in the Office of the Clerk of Superior Court for Rockingham County, North Carolina, on the 2nd day of October, 2018; and

WHEREAS, the property owner did not appeal the Order and, pursuant to Chapter 4, Section 4-89(b) of the Eden City Code, a copy of the order has been mailed to any organization involved in providing or restoring dwellings for affordable housing that has filed a written request for such notice; and

WHEREAS, the Owner has had a reasonable opportunity to bring the property into conformity with Chapter 4, Article IV of the Eden City Code and he has failed to take any action to comply with the Director's Order.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eden that the Director is hereby ordered to proceed to effectuate the purpose of the Human Habitation Standards set out in Article IV of Chapter 4 of the Eden City Code with respect to the property described above by demolishing the structures located thereon.

IT IS FURTHER ORDERED that a certified copy of this Ordinance and Order shall be recorded in the Office of the Register of Deeds of Rockingham County, North Carolina, and indexed in the name of Benny David Wray, Jr. in the Grantor and Grantee index.

IT IS FURTHER ORDERED that the amount of the cost of demolishing the dwelling by the Director shall be a lien against the real property upon which the cost was incurred, said lien shall be filed, have the same priority, and be collected as the lien for special assessment provided by North Carolina General Statutes Chapter 160A, Article 10.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of March, 2019.

CITY OF EDEN

BY: _____
Neville A. Hall, Mayor

ATTEST:

Deanna Hunt, City Clerk

City Manager's Report – March 2019

Drop Port Sites Eliminated & Recycling Center Hours of Operation Expanded

Effective June 1, 2019, all six of the recycling drop port sites located throughout the city will be closed and all recyclables can be dropped off at our recycling center that is located at 123 Mebane Bridge road.

Our Mebane Bridge site is currently being renovated to better handle the recycling material and ease of access. In addition, the site will have longer hours of operation. As of June 1, 2019, the recycling center will be open from 9:00 a.m. to 6:00 p.m. Tuesday thru Sunday. The facility will be closed on Mondays and will be closed in observance of 11 holidays throughout the course of the year.

According to the NC Department of Environmental Quality, the City of Eden is only allowed to accept recycling material from Eden residents. As such, we will be furnishing a vehicle sticker to Eden residents the first time they visit the site to drop off their recyclables. Once residency has been verified, a sticker will be given to the resident. The sticker must be displayed in the right rear of their vehicle. Each sticker will be numbered and assigned to that vehicle only. If a resident needs more than one sticker, for other vehicles they own, that vehicle must be driven to the site on a subsequent visit to the recycling center in order to be registered to receive a recycling sticker.

In addition, for those residents that may be interested in exploring the option of curbside recycling – please call the current service provider, Waste Management, at 1-877-652-4550.

For additional questions regarding this issue please call 336-627-7781 ext. 103 or email Dusty Curry, Superintendent of Solid Waste at dcurry@edennc.us.

Annual Budget/Planning Retreat – Update

The City Council met with staff for their annual budget/planning retreat on February 23. The City Council discussed priorities related to ongoing Economic Development initiatives and their desire to construct a shell building. The City Council also discussed their desire to stay focused on code enforcement and nuisance abatement related initiatives throughout the City. The City Council discussed issues related to the Parks and Recreation Department and indicated their support for a merger between the Eden Prowlers youth football program and the City of Eden Parks and Recreation Department. Some of the other priorities discussed included the construction of an emergency services training facility, elimination of the drop port recycling sites, improvements to and expansion of hours for the recycling center on Mebane Bridge road,

littering and community aesthetic issues, the process of reporting burnt out streetlights and a synopsis of budgetary trends and financial data.

The top four City Council priorities (above-and-beyond normal operations) slated for funding in the upcoming fiscal year is as follows:

- Continued implementation of the *Positively Eden* strategic plan,
- Continued emphasis on code enforcement and the abatement of nuisances,
- Construction of an emergency services training facility behind fire station 400 on East Stadium Drive, and
- Replacement of the 1972 steam boiler at the Eden Municipal Building.

WARNING - Littering Enforcement/Fines - Take Pride in Your Community and Don't Litter!

The City of Eden intends to use surveillance and other measures to aggressively enforce **NO LITTERING** in the City. **Individuals caught littering will be fined \$500!** There **WILL NOT BE ANY WARNINGS**. The number one complaint we receive on a consistent basis is the littering that is taking place throughout our community.

We hate litter! There is absolutely no reason for a civilized place to have an issue with litter, but Eden, like most communities, does. Please help us combat unsightly trash around our beautiful city.

How can you help?

Did you know that littering North Carolina roadways is illegal and can result in fines for those that commit the offense? Some litterbugs simply need to be informed and reminded that littering – whether deliberate or unintentional – can end with a personal commitment to stop.

The North Carolina Department of Transportation has a fantastic program - Swat-A-Litterbug. This program encourages the public to report people who litter in an effort to help make North Carolina roadways cleaner. The program provides every individual an opportunity to be an active participant in reducing litter on North Carolina roadways. It's almost impossible for law enforcement to catch someone dumping litter from a vehicle without surveillance because who in their right mind would roll down a window and throw out a bag with a police officer behind them? With this program, any citizen can report the offending vehicle and NCDOT will take it from there. If you see someone throw out trash from a vehicle, please visit <https://www.ncdot.gov/initiatives-policies/environmental/litter-management/Pages/swat-a-litterbug-report.aspx> or call the NCDOT Customer Service Office at (877) 368-4968.

NCDOT notifies the vehicle owner of the littering offense; informs the vehicle owner of the penalties for littering; and urges the litterbug to stop littering. A formal notification is signed by the Colonel of the N.C. State Highway Patrol. This letter helps educate and remind citizens of their civic responsibility to protect the environment.

Please keep the area around your property clean by picking up trash that land on or along it. It is frustrating when someone throws out something and it lands in or next to your yard or it blows off the back of a vehicle and is caught in your ditch. It is not your fault at all, but picking up the litter and disposing of it if you are able is showing your pride in your property, your neighborhood, and best of all, your city.

Thank you in advance for your willingness to help us in our fight against littering.

Eden Youth Council

Are you ready to serve? The City is currently accepting applications for the 2019-20 City of Eden Youth Council. Membership is open to individuals who live in the Morehead High School Attendance Zone (MHS, college, homeschool or private school students) and are between the ages of 14 and 20.

What can you expect?

- Service opportunities
- Develop leadership and professional skills
- Networking with civic leaders
- Coordinate opportunities for Eden youth
- Great experience to list on resumes and college applications

If you are interested in applying, you can get your application at Eden City Hall - Administration, or Morehead High School Student Affairs Office. For additional information, please contact Jennifer Woods at jwoods@edennc.us.

Economic & Tourism Development

Former MillerCoors Site

The new owners of this site are aggressively marketing the site and have hired a national site consultant firm that specializes in food and beverage processing. Two legitimate projects are currently considering the facility.

Textile Facility

Progress continues on reopening the former SGRTex facility on Summit Road. There could be a new owner by the end of the second quarter of 2019.

Regional Economic Development Summit

City of Eden Economic Development Director Mike Dougherty participated as a panelist at the March 12 event held at the Institute for Advanced Learning and Research in Danville, VA. Fellow panelists included Danville Economic Development Director Telly Tucker and Pittsylvania County Economic Development Director Matt Rowe. The focus of the panel was economic development organizations, recent developments at the former MillerCoors site and progress at the Southern Virginia Mega Site at Berry Hill.

Elite Driving School

There is a tremendous need for truck drivers nationwide. Trucking companies are offering generous sign on bonuses and significant income. Elite Driving School offers CDL driving training in addition to driver's education for students and others in need of a driver's license. Contact them at 336-623-6800 for more information.

Osborne Company and Kirkland Builders Merger

In early March, the Triad Business Journal announced the merger of Eden's Osborne Company and Kirkland Builders of High Point, NC. This merger was part of a succession plan for the owners of Osborne Company. The operations will consolidate in High Point by the end of 2019. Osborne Company employs twenty people, most of who live in the Greensboro area. The City of Eden appreciates Osborne Company for operating in Eden since 1991 when it merged John Smith and Sons.

Azure Women's Apparel

This Women's Clothing Boutique is located at 238 W. King's Hwy in Eden. Owner Andria Lowman has a wide variety of tops, dresses, jeans, casual business dresses, leggings, kimonos, handbags and accessories. Check out their Facebook page at Azure Women's Apparel and Instagram account @azurewomensappareleden. Local people are remarking on the great product lines carried here. They can be reached at 336-637-6054.

Lidl

On January 22, staff for the City of Eden had a conversation with the Lidl Director of Communications. For at least the next four months, nothing will happen with the site. This European company's CEO has characterized its United States launch as "disastrous". For example, they had eight stores slated for the Piedmont Triad but have only opened four of these because of sales being below expectations. They are trying to work out their problems and establish the right product mix to compete in this market. The status of the Eden location could change by mid-2019 but we have not been guaranteed anything at this point.

Yano Express Japanese Restaurant—New location

This long-time restaurant has moved into the former Popeye's Chicken location at Fiddle Stix convenience store located at 700 S. Van Buren Road in Eden. The drive-thru window will add to the convenience of patronizing this business.

Bridge Street Parking

The newly paved parking lot off Bridge Street that flows behind Washington Street continues its improvements. Directional signage has been placed as well as a larger parking sign featuring images from the recently completed branding study. Concrete pads for benches, landscaping and a dedication sign will exhaust the remaining grant funding provided by the Home Savings Bank Charitable Endowment.

Fieldcrest Public Space

This public space in Draper on Fieldcrest road had its benches installed by the City's Facilities and Grounds Department. Corrugated sliding metal doors were delayed but should be completed by the end of the month. The equipment to install the lighting is on hand, but inclement weather has delayed its installation. Funding for this project was provided by a recommendation from the *Positively Eden* Strategic Planning Board through the Eden City Council.

REAP

City of Eden representatives, staff from Rockingham Community College and Rockingham County Economic Development staff continue to design the R.E.A.P. (Rockingham Entrepreneurial Assistance Program). Identifying clients for recruitment, targeted buildings and outlines for curriculum are current priorities. Brief surveys were conducted to gauge interest from potential participants. The REAP would assist with our objectives found for economic development in the *Positively Eden* Strategic Plan.

Eden Downtown Development Inc.

The EDDI board welcomes two new members: Ashley Latham of Ashley Latham Photography and Barry Carter of the Old Leaksville Gun Shop. Mike Quickel was voted as president, and Glenn Denny returned to the board. Several members of the EDDI board will be attending the NC Main Street conference in Salisbury, NC in March. The City's Planning and Inspections Department continues to work with the EDDI to create a pamphlet promoting the QR historical markers that are located in the Old Leaksville Commercial District. This Old Leaksville Commercial District Walking Tour will also include some historical structures just outside of the existing commercial district.

Henry Street Mural

The City Council previously approved spending \$20,000 from the current *Positively Eden* Strategic Plan budgetary account to fund a new mural that will be completed by muralist Brandon Hardison.

Boulevard Merchants

The Boulevard Merchants Association will hold the second annual Food Truck Rodeo on Saturday April 13 from 11:00 a.m. to 5:00 p.m. There have been fifteen food trucks reserved and additional spaces are available to rent for interested vendors. For more information contact theblvdeden@gmail.com.

Public Art Project

The public art project supporting painting fire hydrants has had a great response. Hydrants in our downtown areas have been identified as priorities and several local artists have volunteered to take on the project initially. This is open to the public; contact Randy Hunt at rhunt@edennc.us for more information.

Cars and Coffee

These events are open to the public and will be hosted the last Saturday of each month from April through October between the hours of 8:00 a.m. and 10:00 a.m. at the Family Video parking lot. The Three Rivers Chapter of the AACA Eden car show will be held on May 25 at the Tractor Supply Parking lot.

Wire Animal Public Art Project

They are Here! These life-sized wire creations by artist Josh Cote were officially unveiled at the John E. Grogan Park on February 25. Grogan Park is located at Eden City Hall, 308 E. Stadium Drive. We invite everyone to come out and view these first pieces of public art located here at Grogan Park...take a stroll, relax in the swing or under the gazebo, or bring a picnic. By the fountain at the park's entrance, you will find a heron. Along the path, look for an owl on a perch, two boxing hares, a buck, a doe, and a fox. Come and enjoy!

Karastan Mosaic Public Art Project

Work has begun on the Karastan Mosaic that will be placed on the floor of the gazebo in the John E. Grogan Park. The mosaic will be created by artist Teresa Phillips to closely resemble the original 717 pattern. Stay tuned for an unveiling date later this spring.

Fine Arts Festival

The Fine Arts Festival will once again be held here at the Eden City Hall. Some of the important dates to remember include:

- Sneak Peak – Thursday, April 4 – 5:00 p.m. until 7:00 p.m.
View and purchase art before the public
- Awards and Opening Reception – Sunday, April 7 – 2:00 p.m. until 5:00 p.m.
- Show Dates – April 8 – 10:00 a.m. until 6:00 p.m. and Saturday, April 13 – 10:00 a.m. until 1:00 p.m.

Spring Grown & Gathered

Exciting News! We have added a second Grown & Gathered event this year due to the popularity of last year. Our spring event is set for Thursday, May 23 along the Canal at the beautiful Spray Mercantile. Our late summer event will be Thursday, August 15 in the brand new barn located at the Wright Memorial Event Center. So exciting! Tickets will be available soon, but mark your calendars now!

Oink & Ale

Our very popular Oink & Ale event will take place on May 11 on Monroe Street in Historic Downtown Eden. Our featured band will be the very popular On the Border – The Ultimate Eagles Tribute. Come and enjoy delicious barbecue and ribs along with refreshing beverages. Admission is free.

Piedmont Pottery Festival

Our 17th Annual Piedmont Pottery Festival is set for Saturday, June 1 in Kingsway Plaza from 9:00 a.m. to 4:00 p.m. Applications are available at ExploreEdenNC.com. You do not want to miss it!

Two Acre Sunflower Field

Coming this summer to the Smith River Greenway! Stay tuned for more exciting details!

Newsletter

You can get information about upcoming local events by email through our monthly Explore Downtown newsletter. If you want to subscribe, please send your email address to godowntown@edennc.us

Engineering

Street Resurfacing Projects

Waugh Asphalt, Inc. will be starting construction on the second street-resurfacing contract for the 2018-19 fiscal year sometime in April or early May. There are 17 street sections on the spring resurfacing schedule to be repaired and resurfaced. All of the work is expected to be completed by May 31, 2019.

NCDOT State Resurfacing Schedule

NCDOT has several state roads scheduled to be resurfaced in the Eden area this year. We have been told that construction on the Rockingham schedule is expected to start sometime this month. State maintenance crews will be out in the next couple of weeks to make the repairs that are needed prior to resurfacing. Please slow down and use caution when entering these work zones.

Waterline Replacement Projects Update

The Joyce Backhoe Service Inc. crew began installing 6-inch diameter ductile iron water main along Morehead Street on February 14, heading east from the Glovenia Street intersection. Installation of the water main under an active metal storm drain, and an unexpected old clay storm drain located a few feet to the east, was completed on February 27. After getting the correct tapping saddle delivered, the crew was able to make a wet tap on the existing 8-inch

diameter cast iron water main in Hollingsworth Street on March 11 without any problems. Installation of the final forty feet of water main is to be completed on March 13, with testing to be done during the next several days.

A crew from Citty's Plumbing and Pools, Inc. began delivering materials to the Jackson Street and W. Moore Street waterline replacement project on March 2. Installation of the new 6-inch diameter ductile iron water main began a few days later and has continued as weather permitted. As of March 12, the crew has installed about 805 feet of new water main, two fire hydrants, and nine valves. The crew has also replaced two short sections of clay sewer main with ductile iron pipe at the intersection of W. Moore and Jackson. With a little luck, the installation of the rest of the proposed water main should be completed soon, and the crew can begin the required testing for the project.

A bid opening was held on March 5 for the West Avenue waterline replacement project. Joyce Backhoe Service Inc. was the lowest responsive bidder for the proposed installation of about 550 feet of 6-inch diameter ductile iron pipe, and about 120 feet of 2-inch diameter schedule 80 PVC pipe. The crew is expected to start the installation work near the intersection with Central Avenue after completing their current job on Morehead Street, probably the second week of April.

Facilities & Maintenance

The City of Eden will be joining the Rockingham County School system and Rockingham County Government by participating in the School and Community "*Team Up to Clean Up*" event that will be taking place at Morehead High School on Saturday, March 30 from 9:00 a.m. to 1:00 p.m. We are excited about this opportunity and would like to invite anyone else that may be interested to join us at Morehead High School on March 30 for this important event. Thank you in advance for helping to make our neighborhood a beautiful place to work, live and learn.

Information Technology

Your IT Department is pleased to announce that we have completed the design phase for FREE Wi-Fi in Freedom Park. We are expecting to begin installation in early April and will be approaching the installation in three phases as follows:

Phase 1 – Wireless Infrastructure Installation (early April)

- Freedom Park Water Tower
- Ball field concession stand area
- Picnic shelter beside the playground

Phase 2 – Wi-Fi Access Point Installation (early April)

- Ball fields
- Splashpad/Playground

Phase 3 – Expand Coverage (late April – early May)

- Amphitheater
- Walking track
- RV Pads
- Skate park

Watch our Facebook page for project progress and pictures. We will also be posting a poll where you can vote for what to name the Wi-Fi network.

Municipal Services

Compost for Sale

The City of Eden will be offering compost for sale on the following Saturdays: March 30, April 6 and April 13 from 7:00am to 2:30pm. Costs are as follows: pick up load - \$5, Tandem axle trailer \$15 and large dump trucks \$25 each.

Code Red Notification System

The City of Eden has a Code Red Notification System to help make residents aware of changes to garbage collection due to weather or holiday closings, missing persons and any road closures. The system is also used for other public service and emergency related announcements. If you are not receiving the notifications and are interested in being included, please contact Georgette Spence at 336-623-2110 option 3 and have your name and number(s) added to the Code Red notification list. If you are an Eden resident, there is no cost to receive these notifications.

Spring Clean-Up Week

Spring Clean-up Week will be observed during the week of April 1 – April 6. Please remember that no hazardous waste will be collected such as paint, stains, thinner, acid, etc. In addition, the City will not collect masonry products such as bricks, blocks, concrete, and tires.

Parks & Recreation

Community Accents Program & Parks & Recreation Radio Program

Staff participated in the Community Accents Program with WLOE (Wonderful Land of Eden) radio on March 8 and will be participating in the same program again on April 12. In addition, staff participated in the Parks & Recreation Radio Program with WLOE on February 27 and will be participating in the same program again in March to update the public on our recreational program offerings during the months of March, April, and May. We remain involved in these community outreach efforts in an effort to update residents about the programs being offered by our Parks & Recreation Department.

Be Healthy Rockingham County

Staff continues to be involved with Be Healthy Rockingham County initiative. They attended the Be Healthy Rockingham County meeting on March 13 and will attend the next meeting scheduled for April 10.

Kate B. Reynolds Community Conservation Meeting

Staff attended a Kate B. Reynolds Community Conservation meeting on March 22 concerning the efforts of how this Foundation is working in Rockingham County to improve the health and well-being of the residents in the County.

Collaboration with UNC-Rockingham Health Care

Staff has met with Liz Penn, Director of Rehabilitation Therapy & Sleep Center, at UNC-Rockingham Health Care, and the City will be collaborating with them to provide workshops at the Garden of Eden Center. The first workshop was held on March 18 and it will address fall prevention. Other classes will be scheduled throughout the year. For additional information, please contact Georgette Spence at gspence@edennc.us.

Freedom Park Splash Pad & Bathhouse Update

VORTEX continues the construction of the Freedom Park Splash Pad. The concrete area for the Splash Pad features was poured on March 12. The remaining concrete for the facility will be completed in the next few weeks, weather permitting. The Splash Pad features will be installed in the upcoming weeks. Construction on the Splash Pad should be completed by May 30 weather permitting.

Cirrus Construction received the building permit for the Freedom Park Splash Pad Bath House on January 28. The construction on the Splash Pad Bath House began on March 13 with staff from Cirrus Construction locating the building corners and making preparations to remove the top soil where the building will be located. The wet weather over the past several months has prohibited work from being done and the completion date for the Bath House is now June 14. Cirrus Construction has informed us they are hoping to complete the project before Memorial Day if the weather is good.

Matrimony Creek Greenway Parking Lot Update

The Matrimony Creek Greenway Parking Lot paving project has been postponed indefinitely until all of the work associated with the EPA Administrative Order in the Matrimony Creek area has been completed.

Installation of Chiller and Cooling Tower at Eden Municipal Building

Work related to the installation of a new chiller and cooling tower at the Eden Municipal Building is underway and is scheduled to be completed by mid-April.

Softball Tournaments @ Freedom Park

There is a USSSA Softball Tournament at Freedom Park March 16 – 17. In addition, there is a Top Tournament March 23 – 24, a Top Gun Tournament March 30 – 31, a Got Game Tournament April 6 – 7, and a Top Gun Tournament April 13 – 14.

Planning & Inspections

Code Enforcement

68 notices have been mailed by certified mail and first class mail. These actions include nuisances, junked motor vehicles. A total of \$2,629 in code enforcement fees was collected during the past month.

1220 Front Street

This is the site of our most unusual repeat code violations. We have cleaned the property 8 times during the past year. The owner was charged with a criminal violation. She did not appear at our last court date and an order was issued for her arrest. She was served and was released on a \$1,000 secured bond. Our next court date is March 26.

Nuisance Abatement – Demolitions - Update

All of the demolitions previously authorized by the City Council in November of 2018 have been completed. We have sent out bid requests for 6 properties that we plan to bring to the City Council at the March meeting for authorization for demolition.

GIS

Our staff is working with staff at our Water Filtration Plant on creating GIS maps that will be required for future reporting. Maps have been provided to the Economic Development & Tourism Development department for marketing tools. Staff in our Engineering department continues to locate and identify water meters that were not operational when the new meters were installed or have been installed since 2012 and were not reported to our departments for mapping purposes.

Ashton Way Apartments

Staff has issued 90 Temporary Certificates of Occupancy for this project. The contractor should be completely finished by the end of March.

UNC Rockingham

The hospital has submitted plans for a new elevator system.

Former Sonic Property

We have received civil drawings for a new carwash to be located at 104 E. Harris Place (site of the former Sonic restaurant). We expect construction drawings within the next few weeks.

NCDOT

Staff attended the meeting with representatives from the NC Department of Transportation (NCDOT), held at the Eden Library, concerning intersection improvements to Kings Highway and Highway #14. The project is funded and will get underway very quickly once the final choice is made on the various options that they presented. NCDOT will be holding a public meeting on this topic at Eden City Hall on Thursday evening March 14.

Board of Adjustment

The Board of Adjustment met on March 7. They considered a private recreation use for a shooting range on Friendly Road. The Property is the next to last property still in North Carolina. The board denied the request.

Community Appearance Commission

The commission discussed plans for citywide cleanup efforts during the “Great American Cleanup” (March 1 – May 31); discussed ideas to involve civic groups, church groups and school groups. They also discussed issues with parking lot maintenance (particularly Kingsway Center, the Eden Mall and the old Winn Dixie shopping center on the west side of town.) It was determined that this could be addressed using the non-residential maintenance code, and the Commission wishes to follow through with this. Inspectors have inspected these parking lots and notices will be sent to property owners for violations. Commission members also each took an area of the city to do a “litter assessment” as well as a sweep for junk, junk cars, and other nuisance issues. From this, we will target areas for cleanup and try to develop an anti-litter campaign.

CDBG Grant Application

We have located a private consulting firm to handle our CDBG Housing application. Mrs. Kelly Stultz, Director of Planning and Inspections recently met with W.T. Sorrell, III of Withers Ravenel from Asheville. They have a Greensboro office and staff from that office will be assisting us without upcoming application. Changes in the way the State is handling the program require more upfront work than has been required in the past. We expect that the call for applications will be in March or April and the deadline for applications is likely to be in late August of 2019.

Stadium Drive Sidewalk

We expect to be cleared to go out for bids for engineering and design services during the week of March 1.

Historic Preservation Commission

Staff prepared a list of all historic properties currently in our inventory. Each Commission member took an area and will assist us in completing an assessment on the condition of our historic properties (vacant, occupied, drastically altered, demolished, etc.). The Commission members discussed the possibility of creating some type of revolving fund or incentive grant

(“carrot vs. stick”) to encourage historic property owners to help maintain or make repairs to their properties. The Commission intends on developing a plan to propose to City Council to test the viability of this plan. The members also discussed issues with non-residential maintenance code and their desire to push for enforcement that is more aggressive. They would like to try to intervene before a building gets in too bad of a condition that there is no choice but to demolish.

Historic Walking Tour

Staff is working to revive the historic walking tour in the Leaksville area. They will be working on maps and brochures, with the idea to expand this to other areas of the city, possibly initiating “heritage tours” in each area.

Police

Junior Achievement Program

The Eden Police Department is participating in the Junior Achievement Program, for the second year, at Central Elementary. Junior Achievement helps students realize that the education they are getting today will help them to have a bright future tomorrow. Sergeant David Stepps and Lieutenant David Lamberth have begun their classes at Central.

Posting of Outstanding Warrants on Eden Police Department Facebook Page

In January 2019, we implemented a new power point presentation (video) for individuals with outstanding warrants. This power point presentation is currently being utilized on our Eden Police Department Facebook page every three to four weeks. The slide show highlights individuals with outstanding warrants to include a photo, name, and current outstanding charges. This is another way of keeping our citizens informed and up to date. The most recent video, posted March 1 has been shared 68 times and has now reached approximately 15,000 people.

Public Utilities

Mebane Bridge Digestion Improvements Project - Update

Sealed bids were recently received for the Mebane Bridge Digestion Improvements Project, which is one of the projects, included in our EPA Administrative Order of Consent Remediation Plan. Four contractors submitted bid packages. They include:

Frizzell Construction Company, Inc.	\$2,043,211
English Construction Company, Inc.	\$2,384,000

Shook Construction Company	\$2,615,000
Laughlin-Sutton Construction Company	\$2,700,600

The engineer's estimate for this project was \$2,400,000. As such, the base bid from Fizzell Construction is \$356,789 under the engineer's estimate. It is anticipated that the City Council will vote to accept the low bid at its meeting on March 19. Because this is a loan and grant-funded project, staff will forward the bid results with City Council approval to the NC Division of Water Infrastructure to receive authorization to award the contract to the contractor approved by the City Council.

CITY OF EDEN, N.C.

The regular meeting of the City Council, City of Eden, was held on Tuesday, February 19, 2019 at 6:00 p.m. in the Council Chambers, 308 E. Stadium Drive. Those present for the meeting were as follows:

Mayor:	Neville Hall
Council Members:	Bernie Moore
	Jim Burnette
	Angela Hampton
	Darryl Carter
	Jerry Ellis
	Jerry Epps
	Sylvia Grogan
City Manager:	Brad Corcoran
City Clerk:	Deanna Hunt
City Attorney:	Erin Gilley
News Media:	Robin Sawyers, Rockingham Update

MEETING CONVENED:

Mayor Hall called the regular meeting of the Eden City Council to order and welcomed those in attendance. He explained that the Council met the third Tuesday of each month at 6:00 p.m. and worked from a prepared agenda; however, time would be set aside for business not on the printed agenda. He recognized Rockingham County Board of Commissioners Chairman Reece Pyrtle for attending.

INVOCATION:

Pastor Buddy Reed of Central Christian Church gave the invocation followed by the Pledge of Allegiance led by Fire Chief Tommy Underwood.

RECOGNITIONS & PROCLAMATIONS:

- a. Proclamation: Black History Month.

Mayor Hall noted the Proclamation named some people of prominence, including several females, who had made a difference in the country. Throughout history, they fought alongside men for equal rights. He called forward UNC-Rockingham Health Care President and CEO Dana Weston, noting she was the first female and first black person to hold that position, and Council Member Angela Hampton, the City's first black Council Member. Both of the women had worked hard and were leaders in the community. He wanted them to stand alongside him as he read the Proclamation.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

BLACK HISTORY MONTH PROCLAMATION

WHEREAS, during Black History Month, we celebrate the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, this annual observance is an opportunity to remember the challenges of our past, but also to honor countless African American heroes who inspire us to shape our country's future, and

WHEREAS, we remember and celebrate the lives of Harriet Tubman, Frederick Douglass, George Washington Carver, Martin Luther King, Jr., Rosa Parks, and countless other African Americans who triumphed over ignorance, oppression, and injustice to make indelible contributions to our American history. They are an integral part of our Nation's story. We are indebted to the individual and collective perseverance and patriotism of these outstanding men and women;

WHEREAS, during Black History Month, we recommit to being a community of opportunity and hope for every citizen;

NOW, THEREFORE, I, Neville Hall, Mayor of the City of Eden, do hereby proclaim the month of February 2019 to be BLACK HISTORY MONTH in the City of Eden and encourage all City of Eden residents to join me in celebrating the collective ingenuity, creativity, cultures and traditions of African Americans and commit ourselves to raise awareness and appreciation of Black History Month by participating in educational events honoring the contributions of Black Americans.

Presented this 19th day of February, 2019.

Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

b. Eden Youth Council Kickball Tournament update.

Mayor Hall called on Eden Youth Council Chair Cody Dunn. Also introduced were Youth Council Members Nicole Hernandez, Grace Blaylock, Jaden Martin, Michael Hall, Ainsley Pyrtle, Larson White, Felix Calderon, Victoria Calderon, Will Twilla and Bay Twilla.

Mr. Dunn said they were present to talk about their third annual elementary school kickball tournament, which in the past had been only for Eden students. In speaking at a countywide principals' meeting, they found that principals outside the Eden area were interested in having their schools participate. The Youth Council agreed a countywide tournament would be a good idea. Parks & Recreation Director Johnny Farmer was allowing them to use all three baseball fields at Freedom Park on Friday night and Saturday morning and recreation employees would keep score and run concessions. Police Chief Greg Light and his officers would umpire the games. The Youth Council would serve as coaches.

Mr. Dunn read the slides from a PowerPoint presentation: The goals for the project were to provide positive interaction with high school and elementary students from grades three through five. The interaction was designed to benefit both sets of students. Kickball was the chosen sport because it was something most every child could do and most every child loved kickball. High school students served and provided role modeling in areas of competitive activity and team work scenarios. They modeled good sportsmanship and being part of a winning or losing team. The elementary students received role modeling and encouraging, positive interaction with the high school students. The project coordination also taught responsibility, accountability and leadership

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for the high school students. The Youth Council was responsible for coming up with the projects they wanted to coordinate and produced a timeline of events that must take place in order for the project to be accomplished. A project leader was named and a committee was created and each member assigned and delegated different responsibilities. The project required coordination with the Central Office as well as the principals and PE teachers. Preparation included securing a time that the fields could be used, when staff could be utilized as scorekeepers and police officers would be available to be the umpires. Teams were organized into brackets and supplies were provided for the night and the day of the tournament. Two coaches were assigned per team. The Youth Council would serve as coaches. The coaches would lead the kids in warm ups and then explain the rules and the schedule. Games would begin after that. In the past, they had gone to every elementary school in Eden. They met with the third-, fourth-, and fifth-grade students in assembly style in the gym. The high school students put on a skit that engaged the students and explained the tournament. Due to the invitation to all the elementary schools in the County, they were making a video that would be provided to each school. The kids would sign up for a kickball tournament on Friday, May 3 at 5:30 p.m. at Freedom Park. This let them know everyone from the school who signed up and those students would be placed on a team with their fellow schoolmates. Games were played against the other elementary schools. This was a single elimination tournament, meaning that once a team lost, they were eliminated from the tournament. The winners advanced to play in a final game for a trophy. Registration was \$5 per child and the kids needed a signed permission form from their parents returned to their teachers. If the \$5 fee was a problem for any child, kids were advised to speak to the PE teacher and the Youth Council would take care of it. The Youth Council wanted everyone who wanted to play to be able to participate. All proceeds of the registration went to the winning school's PE Department. Kids were called up to show their best kicks. On the day of the tournament, the Youth Council members concentrated on positive interaction with the kids. That was the best part of the tournament for the Youth Council. The winning team would be invited to a City Council meeting for a presentation of the trophy and check.

City Attorney and Youth Council Advisor Erin Gilley explained the primary goals behind the Youth Council were to build leadership, learn how to analyze problems and offer solutions. Each year after the project, they analyzed what went well and what could have been better. There had been different issues, cold and rainy weather had forced them to move to the Mill Avenue Recreation Center the first year. As a remedy, they moved the second tournament to a later date and had a double elimination tournament. They realized the tournament went on too long and kids tired out. The Youth Council had also served as referees and umpires. There were some disputes between the parents and Youth Council about calls made. The third tournament would address those situations and let the elementary students see police officers in a completely different way and positive environment. The Youth Council would work directly with the officers and staff, so it would accomplish multiple goals. The success was dependent upon the participation of the elementary students. Every year, they had representation from every school invited. Most schools had enough participation for one team and sometimes two. If they could get the information into the schools to pump up the kids about the tournament, participation would grow. Teacher encouragement was also extremely important. PE teachers were asked to practice kickball in their weekly activities the few weeks prior to the tournament using tournament rules. She thanked the Council for allowing the Youth Council to come and explain the project.

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Mayor Hall thanked the Youth Council present. He also thanked Council Member Burnette, Ms. Gilley and Administrative Assistant and Youth Council Advisor Jennifer Woods for working closely with the Youth Council.

Council Member Ellis asked Mr. Dunn to tell his plans after high school.

Mr. Dunn replied he had enlisted in the National Guard as a 91 Bravo, a wheeled vehicle mechanic, and would leave for basic training July 2. He would like to work for Cummings Diesel afterwards as they have an apprenticeship program. He enjoyed being on the Youth Council and he was a Cadet Lieutenant Colonel in Morehead High School's ROTC.

Council Member Ellis congratulated Mr. Dunn on a job well done.

Mayor Hall said they looked forward to the visit from the winning team.

c. Annual report from the Strategic Planning Commission.

Mayor Hall called on Strategic Planning Commission Chair Ms. Weston.

Ms. Weston said in late 2017, the Positively Eden Strategic Plan was created with guidance from consultants, input from hundreds of citizens and the approval and encouragement of the City Council. The areas developed inside the plan focused on five key goals: broaden the impact of Downtown Eden, increase economic vitality, boost neighborhood development, integrate health and recreation opportunities, and engage citizens. In 2018, the City formed the Strategic Planning Commission to ensure the investment in and implementation of the plan and to promote economic development and quality of life for Eden's citizens. She felt it had been a success. City Council received a report that highlighted work done in some of the goal areas in just one year. Citizens wanted them to focus on the beautification of neighborhoods. Therefore, the Commission worked with Planning and Inspections on land use ordinances to bring codes up to date and be more user friendly, new and innovative methods for local code enforcement, and beautifying neighborhoods by prioritizing the removal of disabled vehicles across the community. Under the goal to engage citizens, they approved an amenities package for the Matrimony Creek Trail that included a large trailhead sign, information kiosk, mile markers, educational signs and wooden benches. The parking lot at Matrimony Creek was scheduled to be paved in the spring. Marketing initiatives were approved after citizens expressed they wanted to know what was going on in the community and to attract tourism to Eden. The marketing package included 20 "Did You Know" videos, the popular "A Few Minutes with the Mayor," infomercials, Our State Magazine digital marketing package, and a new rivers and trails brochure. A two-acre sunflower field would be developed by the Smith River Greenway. It would be a beautiful site to sit and look at but also draw people for photography. For the economic vitality goals, they were working on additional parking opportunities for Washington Street, making downtown Draper more inviting by improving the Draper Public Space, and promoting successful events like Grown & Gathered. Coordinator of Tourism and Special Events/Projects Cindy Adams agreed to have the event twice a year. The Wire Animal Public Art would be unveiled in Grogan Park on February 25. Citizens wanted more outdoor art and things to attract people to public areas. She thought they had been able to do that through the Strategic Planning Commission. That was a brief summary of what was done and

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completed with allocated funds. Much more was done on the actual plan thanks to the tireless work, creative ideas and the amazingly successful grant writing of the staff. She thanked City Manager Brad Corcoran, Economic Development Director Mike Dougherty, Planning & Inspections Director Kelly Stultz, Mr. Farmer, Ms. Adams, Main Street Manager Randy Hunt, Local Codes Administrator/GIS Analyst Debra Madison and Council Member Burnette for their continued guidance. She felt the Commission did a great job implementing what the City Council wanted to see them do. On behalf of the Strategic Planning Commission, she asked the Council for funding of \$300,000 to continue implementing strategic initiatives to move them forward towards Positively Eden.

Mayor Hall thanked Ms. Weston and the Strategic Planning Commission for all they did for Eden. It was a very positive board and he was thankful for the people from different parts of the community willing to serve on the Commission.

Council Member Grogan said she saw the Commission completing projects that the public wanted. There were things that were so unique, like the wire art and sunflower field. Those attractions brought people to a community.

Ms. Weston said they referred back to the plan often because the Commission engaged the citizens for a reason. The citizens had told the Commission what they wanted Eden to be and she felt like they could get there. It would take more than a year and they were fortunate to have the staff working to get grants and supplemental funding.

SET MEETING AGENDA:

A motion was made by Council Member Moore to set the meeting agenda. Council Member Hampton seconded the motion. All members voted in favor of the motion. The motion carried.

PUBLIC HEARINGS:

- a. Consideration and approval of an installment purchase contract for General Fund projects: splash pad, resurface tennis courts, Matrimony Creek Phase II, Klyce Street & Draper Landing, Stadium Drive sidewalk match and street resurfacing; and, adoption of the BB&T Governmental Finance Agreement, the BB&T Governmental Finance Resolution, and the Local Government Commission's Findings Resolution.

Mayor Hall declared the public hearing open and called on Finance & Human Resources Director Tammie McMichael.

Ms. McMichael explained the 2018-19 Budget included approval to spend \$945,700 for the projects. The City needed to proceed with the financing. On December 19, staff sent out requests for proposals to eight local banks. Two proposals were received, with BB&T Governmental Finance offering the lowest interest rate. The purpose of the public hearing was for Council's consideration on the Finance Agreement submitted by BB&T Governmental Finance. Staff believed BB&T Governmental Finance had met all the contract specifications and proposed what

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staff considered a fair rate. Staff recommended in favor of approving and adopting the Agreement and Resolutions.

Mayor Hall asked if anyone wanted to speak in favor or in opposition. As no one came forward and there was no discussion, Mayor Hall declared the public hearing closed.

A motion was made by Council Member Ellis to approve the installment purchase contract for General Fund projects: splash pad, resurface tennis courts, Matrimony Creek Phase II, Klyce Street & Draper Landing, Stadium Drive sidewalk match and street resurfacing; and, adoption of the BB&T Governmental Finance Agreement, the BB&T Governmental Finance Resolution, and the Local Government Commission's Findings Resolution. Council Member Carter seconded the motion. All members voted in favor of the motion. The motion carried.

A copy of the Financing Agreement and Deed of Trust is located in the Clerk's Office.

RESOLUTION APPROVING FINANCING TERMS

WHEREAS, the City of Eden, North Carolina (the "City") has previously determined to finance the (a) resurfacing of a tennis court at the Bridge Street Recreation Center, (b) construction of splash pad a Freedom Park (including restroom/dressing facilities and a concession stand), (c) extension of the greenway/pathway to be known as Matrimony Creek Phase II, (d) Klyce Street and Draper Landing improvements, (e) Stadium Drive improvements, and (f) other street resurfacing projects in the City (the "Project"), and the Finance Director has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T") in accordance with the proposal dated January 3, 2019, or as such proposal may be supplemented or amended by BB&T and the City verbally or in writing. The amount financed shall not exceed \$945,700, the annual interest rate shall not exceed 3.63%, and the financing term shall not exceed 15 years from the date of closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and such other documents as BB&T may request. Pursuant to the Financing Agreement and Deed of Trust, (a) BB&T will advance moneys to the City to pay the costs of the Project and the financing costs related thereto, and the City will repay such advance in installments, and (b) the City will grant a lien on portions of the site of the Project, together with all fixtures and improvements located thereon, to BB&T as security for such advance.
3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to the Finance Director's satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the

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interest payment obligations. The City hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265.

5. The City intends that the adoption of this resolution will be a declaration of the City’s official intent to reimburse expenditures for the Project that is to be financed from the proceeds of the BB&T financing described above. The City intends that funds that have been advanced, or that may be advanced, from the City’s general fund, or any other City fund related to the Project, for costs of the Project may be reimbursed from the financing proceeds.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 19 day of February, 2019.
Neville Hall, Mayor
ATTEST: Deanna Hunt, City Clerk

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL STATUTE 160A-20

WHEREAS, the City of Eden desires to enter into a fifteen year installment financing agreement in the principal amount not to exceed \$945,700 for the purpose of financing the cost of Street Resurfacing Projects (the “Project”) to better serve the citizens of Eden; and

WHEREAS, The City of Eden desires to finance the Project by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the City Council Members of Eden, North Carolina, meeting in regular session on the 19th day of February 2019, make the following findings of fact:

1. The proposed contract is necessary or expedient because it allows the City to complete the following General Fund Projects (i) Splash pad, (ii) Resurface tennis courts, (iii) Matrimony Creek Phase II,(iv) Klyce Street & Draper Landing, (v) Stadium Drive Sidewalk Match, (vi) Resurface city streets that are in poor or very poor condition. and (vii) obtain reimbursement of General Fund expenditures related to general fund projects. Each of the improvements financed by the proposed contract serves a public purpose for the citizens of the City of Eden.

2. The proposed contract is preferable to a bond issue for the same purpose because (i) the up-front costs are lower than a bond issue, (ii) the time frame to complete the financing is shorter than a bond issue, and (iii) it allows for prepayment of the debt if future financing through revenue or general obligation bonds is needed. The \$945,700 exceeds the amount that can be prudently raised from current appropriations, unappropriated fund balance, and non-voted bonds that could be issued by the City in the current fiscal year pursuant to Article V, Section 4, of the North Carolina Constitution (the “two-thirds limitation”).

3. The sums to fall due under the contract are adequate and not excessive for the proposed purpose because the payments are amortized over 15 years at an interest rate not to exceed 3.63%, yielding annual payments of \$82,871.44. Additionally, prepayment premium shall be calculated as a percentage of the principal amount prepaid, as follows: prepayment of the principal balance in whole with a 1% prepayment premium for the first half of the term and then shall allow for prepayment in whole at any time without a prepayment penalty. It is anticipated that the payments will be paid through general fund revenues.

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4. The City of Eden's debt management procedures and policies are good because of good financial practices. The City of Eden's outstanding debt as of June 30, 2018 was \$19,108,372.64. The legal debt margin for the City of Eden as of June 30, 2018 was \$71,374,122. The City of Eden's debt management policies have been carried out in strict compliance with the law, and will henceforth be so carried out.

5. The proposed agreement should not create an increase in taxes to meet the sums to fall due.

6. The City of Eden is not in default in any of its debt service obligations.

7. The attorney for the City of Eden has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Officer is hereby authorized to act on behalf of the City of Eden in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 19 day of February 2019.

The motion to adopt this resolution was made by Council Member Ellis, Seconded by Council Member Carter, and passed by a vote of 7 to 0.

Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

This is to certify that this is a true and accurate copy of the Resolution adopted by the City of Eden Council Members on the 19 day of February 2019.

Deanna Hunt 2-19-19

City Clerk

b. (1) Consideration of a zoning map amendment request and adoption of an Ordinance to rezone property at 354 W. Meadow Road from Office & Institutional to Business-General. ZONING CASE Z-19-01.

(2) Consideration of a Resolution adopting a statement of consistency regarding the proposed map amendment request to rezone property at 354 W. Meadow Road from Office & Institutional to Business-General.

Mayor Hall declared the public hearing open and called on Ms. Stultz.

Ms. Stultz said the property considered for rezoning used to be the Fieldcrest Water Plant. At the time the Office and Industrial District was created over 30 years ago, it was applied in some unusual places. In her opinion, the particular property never should have been in O & I but it was put there because the property next door was the old City Hall. There had never been an office or institution of any type in the building. The property owner asked for it to be rezoned in order to make it more readily available for use for some business purpose. Due to its historic nature and other issues, staff made a recommendation to the Planning Board to rezone to Business-General and they approved it. The property was located in the watershed area and in order for it to stay vital and not fall into disrepair, she hoped Council would approve the rezoning.

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Mayor Hall asked if anyone wanted to speak in favor or in opposition.

Council Member Burnette said from the surrounding area, it made sense to rezone the property. He said it looked like some other properties nearby might need to be rezoned also.

Ms. Stultz replied they would likely bring those to the Council later for consideration.

Mayor Hall said from an economic aspect, he was excited to see someone want to revitalize a building that had been vacant for many years and without disturbance to any neighbors.

A motion was made by Council Member Burnette to approve the zoning map amendment request and adopt an Ordinance to rezone property at 354 W. Meadow Road from Office & Institutional to Business-General and to approve a Resolution adopting a statement of consistency regarding the proposed map amendment request to rezone property at 354 W. Meadow Road from Office & Institutional to Business-General. Council Member Moore seconded the motion. All members voted in favor of the motion. The motion carried.

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that, after having fully complied with all legal requirements, including publication of notice of a public hearing and the holding of a public hearing relative thereto, the Zoning Ordinance of the City of Eden is hereby amended as follows:

Section 1 - Change from Office & Institutional to Business-General the following parcel: BEGINNING at an existing concrete monument located in the southern right-of-way margin of N. C. 700 and 770 as shown on Map for central filter plant prepared by W. T. Combs in July 1942 (See Deed Book 442, Page 469) said monument lies South 52° 04' 33" East 299.94 feet from a point located in the centerline of Meadow Road at the end of a bridge that crosses the Smith River; thence from the point of beginning and with the southern right-of-way margin of said road South 72° 52' 00" East 91.90 feet to an existing concrete monument, South 84° 38' 00" East 124.25 feet to an existing concrete monument, North 88° 15' 00" East 45.43 feet to a point and North 88° 15' 00" East 354.57 feet to an iron stake; thence a line with the right-of-way margin of Stadium Drive South 59° 20' 50" East 133.69 feet to an iron stake that is set North 52° 04' 33" West 1.97 feet from a concrete monument; thence a line with the City of Eden (See Deed Book 661, Page 21) South 30° 39' 11" West 211.25 feet to an iron stake; thence a line with the City of Eden (See Deed Book 706, Page 866); South 88° 15' 00" West 558.38 feet to an iron stake; thence with the eastern margin of a road which is not open and was formerly known as Bottoms Road North 13° 58' 24" West 288.90 feet to an iron stake; thence North 35° 12' 25" East 16.00 feet to the place and point of beginning and containing 3.773 acres more or less as per plat of survey prepared by C. E. Robertson and Associates dated October 8, 2002 and entitled "Plat of Survey for William John Cameron and Nancy Wise Cameron".

The above described property being commonly known as 354 W. Meadow Road and identified by the Rockingham County Tax Department as PIN 7070-16-82-0815 and Parcel Number 106622.

Section 2 - The Official Zoning Map of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

BY: Neville A. Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

City of Eden, N.C.

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A RESOLUTION ADOPTING A STATEMENT OF CONSISTENCY REGARDING
A PROPOSED AMENDMENT TO THE CITY OF EDEN ZONING ORDINANCE

CASE NUMBER Z-19-01
MAP AMENDMENT

WHEREAS, pursuant to North Carolina General Statutes Chapter 160A-383, prior to adoption or rejection of any zoning amendment, the Eden City Council is required to adopt a statement as to whether the amendment is consistent with the Land Development Plan and why the City Council considers the action taken to be reasonable and in the public interest;

WHEREAS, on August 21, 2007, the Eden City Council adopted the Land Development Plan. Plans such as the City of Eden Land Development Plan are not designed to be static but are meant to reflect the City of Eden's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Eden's ordinances;

WHEREAS, the City of Eden Planning Board received a request to rezone property at 354 W. Meadow Road from Office & Institutional to Business-General;

WHEREAS, On January 22, 2019, the City of Eden Planning Board voted to recommend that the rezoning request be approved.

STATEMENT OF NEED:

The property was most recently used as a garden center, but has been vacant for some time. There has been no recent development pressure in the area. There is commercial BG property directly across Meadow Road and to the east, as well as across the Smith River to the west. Due to the proximity to the other commercial uses in the area, and the location on a major commercial thoroughfare, staff is of the opinion that rezoning the subject parcel to BG would be a good use for the existing building and the property, would not be detrimental to the neighborhood and would be in harmony with the surrounding area. The property is located in an area designated as Commercial Center in the City of Eden Land Development Plan. The rezoning of the property would bring it in compliance with the Land Development Plan.

STATEMENT OF CONSISTENCY:

The goals of the 2007 City of Eden Land Development Plan, as amended, are to make smart growth decisions by carefully managing growth to:

- A. Strategically locate new land development in the most appropriate places.
- B. Maintain and enhance Eden's community character and heritage.
- C. Use infrastructure investments as effectively as possible.
- D. Attract new jobs and a more diverse tax base.
- E. Protect natural, cultural and historic resources and open space as we grow.

WHEREAS, The Eden City Council has considered the written recommendation of the City of Eden Planning Board and has held a public hearing on the proposed amendment, and the Council desires to adopt a statement describing why the adoption of the proposed amendment not is consistent with the City of Eden Land Development Plan, and why the City Council does not consider the proposed amendment to be reasonable and in the public interest;

NOW THEREFORE, BE IT RESOLVED BY THE EDEN CITY COUNCIL THAT:

- 1. The Eden City Council finds that the proposed amendment to the City of Eden Zoning Ordinance is consistent with the goals and recommendations of the 2007 City of Eden Land Development Plan, as amended.
- 2. At no time are land use regulations or plans of the City of Eden or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
- 3. Therefore, based upon the foregoing information, the amendment to the Zoning Ordinance is reasonable and in the public's best interest.

Approved and adopted and effective this 19th day of February, 2019.

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CITY OF EDEN

BY: Neville A. Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

c. (1) Consideration of a zoning text amendment request to amend Section 11.29(a) Definitions to include a definition for Disabled Motor Vehicles and to amend Section 11.22 General Provisions to include provisions pertaining to the regulation of Disabled Motor Vehicles. ZONING CASE Z-18-06.

(2) Consideration of a Resolution adopting a statement of consistency regarding the proposed text amendment request to amend Section 11.29(a) Definitions to include a definition for Disabled Motor Vehicles and to amend Section 11.22 General Provisions to include provisions pertaining to the regulation of Disabled Motor Vehicles.

Mayor Hall declared the public hearing open and called on Ms. Stultz.

Ms. Stultz said the change was a result of some limitations they had with removing junk and abandoned vehicles from neighborhoods. Currently, the State enabling legislation for the junk car ordinance said that any vehicle with a valid tag could not be declared junk or abandoned. The problem with that was at times they sent notices to people who would then just put a tag on the vehicle and it would still sit. The Planning Department could not do anything about it and it was a nuisance to the neighborhood. Junked vehicles were an important issue for the Strategic Planning Commission. The Planning Department learned from research that some other jurisdictions used the term disabled motor vehicle. The definition was slightly different from how the City described them in the junk car ordinance. It said a disabled motor vehicle was defined as any motor vehicle that met one or more of the following criteria: did not display a current license plate; or was partially dismantled or wrecked; or cannot be self-propelled or moved in the manner in which it was originally intended; or was more than five years old or was worth less than \$500. Ms. Stultz said she had received suggestions from some Council Members to change the wording in the last part to vehicle was more than five years old and was worth less than \$500. She said that change would not impair the amendment's ability to help the neighborhoods. The Planning Board voted unanimously to approve the amendment and she hoped the Council would approve it.

Mayor Hall asked if a car that was only four years old but had been practically totaled in an accident would be covered in the amendment.

Ms. Stultz replied it was still disabled.

Council Member Ellis asked if having a current license plate meant having an inspection.

Ms. Stultz replied State law required an inspection to get the license plate.

Mayor Hall asked if anyone wanted to speak in favor or in opposition. As no one came forward and there was no further discussion, Mayor Hall declared the public hearing closed.

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A motion was made by Council Member Epps to approve a zoning text amendment request to amend Section 11.29(a) Definitions to include a definition for Disabled Motor Vehicles and to amend Section 11.22 General Provisions to include provisions pertaining to the regulation of Disabled Motor Vehicles, with a revision to number four to change the word “or” to “and,” and to approve a Resolution adopting a statement of consistency regarding the proposed text amendment request to amend Section 11.29(a) Definitions to include a definition for Disabled Motor Vehicles and to amend Section 11.22 General Provisions to include provisions pertaining to the regulation of Disabled Motor Vehicles. Council Member Moore seconded the motion. All members voted in favor of the motion. The motion carried.

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that, after having fully complied with all legal requirements, including publication of notice of a public hearing and the holding of a public hearing relative thereto, Section 11.29 Definitions of the Zoning Ordinance of the City of Eden is hereby amended by adding the following:

Disabled Motor Vehicle: A Disabled Motor Vehicle shall be defined as any motor vehicle that meets one or more of the following criteria:

1. Does not display a current license plate; or
2. Is partially dismantled or wrecked; or
3. Cannot be self-propelled or moved in the manner in which it was originally intended; or
4. Is more than five (5) years old and is worth less than \$500.

Nothing in this definition shall be construed to apply to any vehicle in an enclosed building or vehicle on the premises of a business enterprise being operated in a lawful place and manner and the vehicle being necessary to the operation of the business enterprise, or to a vehicle in an appropriate storage place or depository maintained in a lawful place and manner by the City.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

BY: Neville A. Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF EDEN

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that, after having fully complied with all legal requirements, including publication of notice of a public hearing and the holding of a public hearing relative thereto, Section 11.22 General Provisions of the Zoning Ordinance of the City of Eden is hereby amended by adding the following:

(t) Disabled Motor Vehicles – The parking, storage or use of vehicles may be allowed as accessory to any use allowed by this Ordinance, subject to the following standards:

(1) Residential Uses

- a. One disabled vehicle is allowed on a lot with a single-family dwelling or duplex dwelling, provided the disabled vehicle is parked or stored behind the front building line of the principal structure.
- b. Additional disabled vehicles on a single-family or duplex lot and any disabled vehicle parked or stored on a lot with any other residential use shall be located within a fully enclosed principal or accessory structure.

(2) All Other Uses

City of Eden, N.C.

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- a. A disabled motor vehicle may be parked or stored on a lot containing an agricultural, institutional, commercial, or industrial use, provided it is totally screened from view from any street or residential zoning district or use.
- b. The disabled vehicle shall be stored within a fully enclosed building or fully screened by a building, opaque fence, wall, or other approved method, to a height of six (6) feet above grade level.

(3) For non-residential uses: unless otherwise specifically allowed as a permitted use in a particular zoning district, (i.e., Automobile Repair Garages, Automobile Storage and Temporary Towing Services), one (1) disabled motor vehicle is allowed to be kept or stored on a lot as an accessory to a principal use, provided the disabled vehicle is parked or stored behind the front building line of the principal structure and is fully screened and not visible from the street or from any residential use or district. Acceptable screening may include a solid fence, a tarp or similar type of covering, and or a fully enclosed structure.

(4) No disabled motor vehicle shall be permitted to be kept or stored on any vacant lot without a principal use structure.

APPROVED, ADOPTED AND EFFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

BY: Neville A. Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

A RESOLUTION ADOPTING A STATEMENT OF CONSISTENCY REGARDING A PROPOSED
AMENDMENT TO THE CITY OF EDEN ZONING ORDINANCE

CASE NUMBER Z-18-06
TEXT AMENDMENT

WHEREAS, pursuant to North Carolina General Statutes Chapter 160A-383, prior to adoption or rejection of any zoning amendment, the Eden City Council is required to adopt a statement as to whether the amendment is consistent with the Land Development Plan and why the City Council considers the action taken to be reasonable and in the public interest;

WHEREAS, on August 21, 2007, the Eden City Council adopted the Land Development Plan. Plans such as the City of Eden Land Development Plan are not designed to be static but are meant to reflect the City of Eden's needs, plans for future development and to remain in compliance with North Carolina State Law and the City of Eden's ordinances;

WHEREAS, the City of Eden Planning Board initiated an action to amend to the Zoning Ordinance as follows:
To amend Section 11.22 General Provisions and Section 11.29(a) Definitions, to include provisions pertaining to the regulation of Disabled Motor Vehicles.

WHEREAS, On January 22, 2019, the City of Eden Planning Board voted to recommend approval of the zoning text amendment.

STATEMENT OF NEED:

The subject parcel is located on the fringe of a residential district and a commercial district. The residential area is composed of older, small- to medium-sized residential properties, containing both owner-occupied and rental properties. The commercial area contains established retail and other businesses. There has been no development pressure in the area and the residential/commercial mix of uses has not changed in many years. The request is to rezone a residential property which adjoins existing BG property. Staff is of the opinion that rezoning the subject parcel to BG would not be detrimental to the neighborhood and would be in harmony with the surrounding area.

STATEMENT OF CONSISTENCY:

The goals of the 2007 City of Eden Land Development Plan, as amended, are to make smart growth decisions by carefully managing growth to:

- A. Strategically locate new land development in the most appropriate places.

City of Eden, N.C.

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- B. Maintain and enhance Eden’s community character and heritage.
- C. Use infrastructure investments as effectively as possible.
- D. Attract new jobs and a more diverse tax base.
- E. Protect natural, cultural and historic resources and open space as we grow.

WHEREAS, The Eden City Council has considered the written recommendation of the City of Eden Planning Board and has held a public hearing on the proposed amendment, and the Council desires to adopt a statement describing why the adoption of the proposed amendment not is consistent with the City of Eden Land Development Plan, and why the City Council does not consider the proposed amendment to be reasonable and in the public interest;

NOW THEREFORE, BE IT RESOLVED BY THE EDEN CITY COUNCIL THAT:

1. The Eden City Council finds that the proposed amendment to the City of Eden Zoning Ordinance is consistent with the goals and recommendations of the 2007 City of Eden Land Development Plan, as amended.
2. At no time are land use regulations or plans of the City of Eden or any jurisdiction in the State of North Carolina permitted to be in violation of the North Carolina General Statutes.
3. Therefore, based upon the foregoing information, the amendment to the Zoning Ordinance is reasonable and in the public’s best interest.

Approved and adopted and effective this 19th day of February, 2019.

CITY OF EDEN

BY: Neville A. Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

REQUESTS AND PETITIONS OF CITIZENS:

There were no Requests and Petitions of Citizens at this time.

UNFINISHED BUSINESS:

- a. Consideration of 2019 Boards and Commissions appointments.

Council Member Grogan nominated James Cherry to serve on the Community Appearance Commission.

Mayor Hall nominated Blanche Hailey to continue to serve on the Historic Preservation Commission.

A motion was made by Council Member Ellis to approve Ms. Hailey to serve on Historic Preservation Commission and Mr. Cherry to serve on the Community Appearance Commission. Council Member Carter seconded the motion. All members voted in favor of the motion. The motion carried.

NEW BUSINESS:

- a. Request to approve Strategic Plan funding to pave the Leaksville Landing parking lot.

Mayor Hall called on Mr. Farmer.

Mr. Farmer said at the February 1 Strategic Planning Commission meeting, the Parks and Recreation Department requested the funds to pave the parking lot at Leaksville Landing. The lot

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was built around 2007 and had been used tremendously. One of the problems with the lot was the parking spaces were not outlined. The new paving would allow for lined parking spots, which would also help with the traffic flow in and out of the lot. From the street entrance to the Leaksville Landing was not paved but had some concrete placed from the top to the bottom. Mr. Farmer consulted with Director of Transportation Engineering Tammy Amos and they decided to tie in with concrete and then continue with paving. They had several price estimates and believed it could be a little less than \$20,000. Continuing to upgrade and add to their facilities was one of the goals of the Strategic Plan. He asked the Council to approve the amount not to exceed \$20,000 to pave the Leaksville Landing parking lot.

Mayor Hall said the lot was used by many people accessing the river. He felt anything to make the area look nice would be an asset to the City.

Council Member Carter asked if the project went out for bids.

Mr. Farmer replied yes, they had three bids for the asphalt and two for the concrete.

Council Member Burnette asked Mr. Farmer when he anticipated the work being done.

Mr. Farmer replied early April to early June. They hoped to do it around the same time they paved Matrimony Creek and the Freedom Park walking track.

A motion was made by Council Member Burnette to approve Strategic Plan funding to pave the Leaksville Landing parking lot. Council Member Grogan seconded the motion. All members voted in favor of the motion. The motion carried.

- b. Request to approve Strategic Plan funding for contracts with WGSR TV, CTT Productions and Irving Farms Landscape, a Spring Grown & Gathered, a tourism brochure, social media promotions and a mural.

Mayor Hall called on Ms. Adams.

Ms. Adams said each of the projects was very exciting. They were very different and touched different people inside and outside the community.

\$18,000: 12-Month Contract with WGSR TV to run:

1. 10 “Did You Know” videos per day
2. 3-Minute Infomercials – 3 times per week
3. 30-second spots – 3 times per day
4. “A Few Minutes with the Mayor” – monthly, show not to exceed 28 minutes

\$7,500: 12-Month Contract with CTT Productions to produce:

1. Four 3-minute infomercials
2. Four 30-second spots
3. Ten “Did You Know” videos

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The contract with CTT productions was the professional production of all of the things that appeared on WGSR TV.

\$4,250: Contract with Irving Farms Landscape to plant a two-acre wildflower field on the Smith River Greenway. The sunflower field would get more people on the trails for reasons other than to walk. The cost included land prep, lime, fertilizer, seed and labor. In subsequent years, it would be a little less expensive due to the initial land prep removing the dense sod for planting.

\$7,000: Spring Grown & Gathered Event – Thursday, May 23

The Commission heard many positive comments about the tremendous success of the first event held in August 2018 and they wanted to see two conducted in 2019. The cost included advertising, food purchased from local farmers, the chef's food prep, marketing and anything else related to the event.

\$6,300: New Eden brochure to highlight rivers, trails, hotels, Eden Drive In, downtown and other features to promote Eden. The brochures would be placed in brochure racks in City Hall, the County, regional visitor centers and Southern Virginia. Ms. Adams said Eden currently did not have that presence but it was needed.

\$450: Facebook boosts to help reach a larger audience on social media. Boosts were a huge success.

Ms. Adams asked for approval of \$43,450 from Strategic Planning funds for the projects. The Strategic Planning Commission had approved the funding unanimously at their February 1 meeting.

Council Member Ellis commented it was an excellent job. Everything in the plans was positive and that was what the Council and City were going for.

Ms. Adams invited the Council to come to the Wire Animal Art Unveiling on February 25 in Grogan Park.

Council Member Hampton asked for the location of the sunflower field.

Ms. Adams said the sunflower field would be on the Smith River Greenway in the field across from the Rotary overlook or in the curve before the straight part of the trail on the left side walking from the Meadow Road entrance.

Council Member Burnette said it was about a five-minute walk on the trail from the picnic shelter.

Ms. Adams said if Council approved the sunflower field, there were plans to have Sunflower Day events.

Council Member Burnette said the items were important because the community had said they wanted them. The Strategic Plan gave the City a direction. There were many things happening

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because of it, like the Freedom Park splash pad and nature trails that Mr. Dougherty had secured grants for. The plan was an inclusive thing of what the community wanted.

Council Member Grogan said she knew people loved visiting gardens. She and her family loved to visit Brookgreen Gardens at the beach to view the flowers.

Council Member Hampton agreed and said she had not heard of any other Rockingham County areas having anything like the sunflower field. She felt like it would draw people to Eden.

A motion was made by Council Member Burnette to approve Strategic Plan funding for contracts with WGSR TV, CTT Productions and Irving Farms Landscape, a Spring Grown & Gathered, a tourism brochure and social media promotions. Council Member Ellis seconded the motion. All members voted in favor of the motion. The motion carried.

Mayor Hall called on Mr. Hunt.

Mr. Hunt said the riverboat men mural was placed at the Henry Street pocket park in 2008. The Strategic Planning Commission felt it was time for a new mural. He had contacted Brandon Hardison, the artist who painted the Coca-Cola mural near J-Mart and the mural in the Draper Public Space, to do the replacement mural. He had presented a lithograph done for the Spray Water, Power and Land Company for the Council to examine. The plan was to loosely base the mural design on it, but would use more color, to reflect the textile heritage. He asked the Council to approve \$20,000 for the project.

Council Member Ellis asked how soon the artist would start on the project.

Mr. Hunt replied immediately. He said the artist was working on a mock-up of the mural.

Council Member Ellis asked if they could view that before the artist started the mural.

Mr. Hunt replied it would be tough to do that and he brought the lithograph as an example of the type of mural they were proposing. He said they planned to incorporate the German American Mill, Fieldcrest Mills, American Warehouse, Leaksville Cotton Mill, Spray Cotton Mill, Nantucket Mill, Karastan Rug Mill and Fieldcrest headquarters.

A motion was made by Council Member Ellis to approve Strategic Plan funding for a mural. Council Member Burnette seconded the motion. All members voted in favor of the motion. The motion carried.

REPORTS FROM STAFF:

a. City Manager's Report.

Mr. Corcoran said each Council Member should have received a copy of the report. It was posted on the City's website the previous week and submitted to the Eden's Own Journal for publication.

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There were hard copies available for anyone wanting one. He would be happy to answer any questions.

City Manager's Report – February 2019

Take Pride in Your Community and Don't Litter

We hate litter! There is absolutely no reason for a civilized place to have an issue with litter, but Eden, like most communities, does. Please help us combat unsightly trash around our beautiful city.

There are a couple of ways you can help:

Did you know that littering North Carolina roadways is illegal and can result in fines for those that commit the offense. Some litterbugs simply need to be informed and reminded that littering – whether deliberate or unintentional – can end with a personal commitment to stop.

The North Carolina Department of Transportation has a fantastic program - Swat-A-Litterbug. This program encourages the public to report people who litter in an effort to help make North Carolina roadways cleaner. The program provides every individual an opportunity to be an active participant in reducing litter on North Carolina roadways. It's almost impossible for law enforcement to catch someone dumping litter from a vehicle because who in their right mind would roll down a window and throw out a bag with a police officer behind them? With this program, any citizen can report the offending vehicle and NCDOT will take it from there. If you see someone throw out trash from a vehicle, please visit <https://www.ncdot.gov/initiatives-policies/environmental/litter-management/Pages/swat-a-litterbug-report.aspx> or call the NCDOT Customer Service Office at (877) 368-4968.

NCDOT notifies the vehicle owner of the littering offense; informs the vehicle owner of the penalties for littering; and urges the litterbug to stop littering. A formal notification is signed by the Colonel of the N.C. State Highway Patrol. This letter helps educate and remind citizens of their civic responsibility to protect the environment.

Please keep the area around your property clean by picking up trash that lands on or along it. It is frustrating when someone throws out something and it lands in or next to your yard or it blows off the back of a vehicle and gets caught in your ditch. It's not your fault at all, but picking up the litter and disposing of it if you are able is showing your pride in your property, your neighborhood, and best of all, your city.

Thank you in advance for your willingness to help us in our fight against littering.

Eden Youth Council

Are you ready to serve? The City is currently accepting applications for the 2019-20 City of Eden Youth Council. Membership is open to individuals who live in the Morehead High School Attendance Zone (MHS, college, homeschool or private school students) and are between the ages of 14 and 20.

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What can you expect?

- Service opportunities
- Develop leadership and professional skills
- Networking with civic leaders
- Coordinate opportunities for Eden youth
- Great experience to list on resumes and college applications

If you are interested in applying, you can get your application at Eden City Hall - Administration, or Morehead High School Student Affairs Office. For additional information, please contact Jennifer Woods at jwoods@edennc.us.

Economic & Tourism Development Department

SGRTex Facility

Two companies are conducting due diligence processes on this Summit Road property. They would both operate the yarn spinning plant and hire 70-80 employees. Decisions may come as early as April of this year.

Rockingham County Economic Development

Leigh Cochram, formerly of Martinsville/Henry County, VA Economic Development and the Southern Virginia Regional Alliance is the new Rockingham County Economic Development Director. Ms. Cochram has worked with the City of Eden on regional cooperation in her previous role with the Southern Virginia Regional Alliance which is a four-county collaboration including Patrick, Henry, Pittsylvania and Halifax Counties in Virginia.

Walgreens Pharmacy

The Rite Aid pharmacy located at 109 S. Van Buren Road was formally converted to a Walgreens Pharmacy on February 7, 2019. Walgreens officially acquired Rite-Aid in 2018 and has been converting or closing stores since that time.

Eden Drug

The Eden Drug Education Center received the 2018 Eden Community Appearance Commission Award at the Eden Chamber of Commerce Annual Awards Dinner. The renovations the company made to the Education Center next to its retail store were significant. Eden Drug's Sandra Rakestraw accepted the award on behalf of the retailer.

Yono Express Japanese Restaurant—New location

This long-time restaurant has moved into the former Popeye's Chicken location at Fiddle Stix convenience store located at 700 S. Van Buren Road in Eden. The drive-thru window will add to the convenience of patronizing this business.

Lidl

The status of the Eden store remains "on-hold." Discussions with the Lidl Communications Director in January revealed that the company is continuing to monitor consumer feedback about its operations. They are also focusing on more urban areas as they learn the U.S. market. There will be no change in the Eden building status for at least the next three months.

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Wright Memorial Event Center

This facility is located at 184 Slaydon Road on Hwy 770 outside of Eden. It is a wedding, anniversary and other special event venue. They host outside events as well. This summer, they will be adding a barn for outdoor wedding enthusiasts. Those who attended the recent Eden Chamber of Commerce Award Dinner there raved about the accommodations. If you are looking for a beautiful facility for your next event, contact them at 276-620-7479 or email jamesjeffrey9@aol.com

John E. Grogan Lifetime Achievement Award Winner—Sylvia Grogan

Longtime Eden resident Sylvia Grogan was honored as the 2018 John E. Grogan Lifetime Achievement Award Winner at the Eden Chamber of Commerce Awards Dinner. Ms. Grogan moved to Eden when she married her late husband John. She was a teacher at Morehead High School and Rockingham Community College. As Marketing Director for Morehead Memorial Hospital (now UNC Rockingham Healthcare), she was instrumental in establishing the Parrish Nurse Program, Student Health Centers in all four Rockingham County High Schools, and was one of the founders of the Rockingham County Education Foundation. The Student Health Centers and Education Foundation were two of the three Eden projects the City submitted to become a 2011 All-America City Award finalist and ultimately be selected one of the ten winning communities that year.

One of Ms. Grogan's former students was so impressed with her that she made a significant donation to the privately-funded John E. Grogan Park at Eden City Hall. She also has made substantial donations to Ms. Grogan's church, Leaksville United Methodist. Eden Director of Economic Development Mike Dougherty presented the award to Ms. Grogan. He referred to her as a "Trailblazer of Innovative Programs" who has made a significant difference in the Eden community and was richly deserving of the award. Ms. Grogan's children, grandchildren and close friends attended to help her celebrate this award.

Wayfinding Project

New wayfinding signs have been installed on their former signs throughout the city. The signs are designed to help newcomers navigate their way around the city. Often visitors find it difficult to locate their destinations because Eden does not have a natural streetscape to follow, having been created from the consolidation of three communities more than 50 years ago.

Bridge Street Parking

The newly paved parking lot off Bridge Street that flows behind Washington Street continues its improvements. The lot has been striped and a pedestrian walkway added in the alley leading to Washington Street. Eden Police Administrative Sargent Jim Robertson has completed a traffic study to recommend signage and parking ordinances. Locations for concrete pads to mount the seating benches have been identified. Landscaping and a dedication sign will complete the project. This portion of the project was made possible with a grant from Home Trust Bank. Previous funding was provided by a recommendation from the *Positively Eden* Strategic Planning Commission through the Eden City Council.

Fieldcrest Public Space

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This public space in Draper on Fieldcrest road is having its benches installed by the City's Facilities and Grounds Division. Windows were installed in January. Corrugated sliding metal doors should be completed by the end of February. The equipment to install the lighting arrived Friday, February 8. We plan to install the lighting on Saturday, February 16. Funding for this project was provided by a recommendation from the *Positively Eden* Strategic Planning Commission through the Eden City Council.

Entrepreneurship Program

City of Eden representatives, staff from Rockingham Community College and Rockingham County Economic Development staff continue to meet to discuss the R.E.A.P. (Rockingham Entrepreneurial Assistance Program). Identifying clients for recruitment, targeted buildings and outlines for curriculum are main topics. A vacant property owners association was also discussed. The REAP would assist with our objectives found for economic development in the *Positively Eden* Strategic Plan. Plans are being made for the REAP to feed into a future local SCORE chapter involving the City, Eden Chamber, and county partners.

Eden Downtown Development Inc.

Our Planning and Inspections Department is working together with the EDDI to create a pamphlet promoting the QR historical markers that are located in the Old Leaksville Commercial District. We are tentatively planning to call it the Old Leaksville Commercial District Walking Tour. It could include some historical buildings just out of the district also.

Henry Street Mural

The *Positively Eden* Strategic Planning Commission agreed to ask City Council for \$20,000 from monies set aside in the 2018-19 budget to fund a new mural on Henry Street. Artist Brandon Hardison is producing a mock-up of the proposed mural so it can be presented to the City Council.

Boulevard Merchants Association

The Boulevard Merchants Association will be holding their second annual Food Truck Rodeo on Saturday April 13. In addition, continuing the beautification efforts, members voted to change out their sidewalk planters to an Easter tree theme. The work to demolish the former electronics store has begun. Our Municipal Services Department will be replacing faded street signs as well as adding a new directional sign featuring artwork from our recent branding study.

Available Property Listing

The City of Eden website has been updated to include new properties that have become available in the city's downtown commercial areas.

Public Art Project

The public art project supporting painting fire hydrants has had a great response. Hydrants in our downtown areas have been identified as priorities and several local artists have volunteered to take on the project initially. This is open to the public; contact Randy Hunt at rhunt@edennc.us for more information.

Wire Animal Public Art Project

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We would like to invite everyone to join us as we unveil our six (6) wire animals in Grogan Park located at 308 E. Stadium Drive on Monday, February 25 at 11:00 a.m. A reception will follow and our artist, Josh Cote, will be on site. This has been a very exciting public art project and we think you are going to be amazed!

“Did You Know” Videos

We are creating some new “DID YOU KNOW” videos that will air on WGSR TV, our websites and social media. Let us know if there is a subject dealing with the City of Eden that you would like to know more about. We just might feature it in a new video. Email cadams@edennc.us with your suggestions.

Mad Hatters Tea Party

Mark your calendars for Saturday, April 27 for the new “MAD HATTERS TEA PARTY” in Grogan Park. This will be a children’s event. Stay tuned for more information.

Oink & Ale Barbecue Cookers

Oink & Ale will take place Saturday, May 11. We will be featuring the band ON THE BORDER – THE ULTIMATE EAGLES TRIBUTE and are expecting a large crowd. We would love to feature some of our local barbecue cookers that day as well. Please call Cindy Adams at 336-612-8049 or email her at cadams@edennc.us if you are interested in being a part of this fun event.

2018 Distinguished Citizen Award – Mike Dougherty

We would like to congratulate Mike Dougherty, Director of Economic Development for the City of Eden, on receiving the Eden Chamber of Commerce’ 2018 Distinguished Citizen of the Year Award. Mike worked very hard on the ¼ cent sales tax that passed in May and will enable a much needed workforce development center to be built on the campus of RCC. He has also pursued and received various grants for Mega Park water line project and construction of nature trails that are used by many of our citizens. Mike is also a Board member on the Rockingham County Education Foundation. Mike works hard on a daily basis to help make Eden and Rockingham County the best it can be. Congratulations Mike!

Chamber of Commerce 2019 Chairperson – Cindy Adams

Cindy Adams, Coordinator of Tourism & Special Events/Projects, was installed as the 2019 Chairperson for the Eden Chamber of Commerce Board of Directors on February 5 at the Chamber’s Annual Award Dinner. Plans are being made for new After Hours events, a partnership with the City Eden to help fight litter, more educational opportunities, recognizing young people in business, growing the membership and so much more. We hope you will consider joining and help us all make Eden a better place together. Congratulations Cindy!

Newsletter

You can get information about upcoming local events by email through our monthly Explore Downtown newsletter. If you want to subscribe, please send your email address to godowntown@edennc.us

Engineering Department

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Street Resurfacing Projects:

The Eden City Council approved the award of the FY 2018-19 Street Resurfacing Contract, No. 2 to Waugh Asphalt, Inc. on January 15. The Notice of Award and the Notice to Proceed have been issued to the Contractor. Construction is tentatively scheduled to start sometime in April.

Restriping of Country Club Drive:

Triad Road Maintenance installed the new pavement markings on Country Club Drive between Stadium Drive and Greenway Street on February 7. The changes included the addition of a third lane of traffic designated as a right turn lane to accommodate the vehicles parked along the west side of the street prior to the afternoon release.

NCDOT State Resurfacing Schedule

City staff received a list of state roads scheduled to be resurfaced this year. The list includes portions of NC14, Kings Highway, Landfall Drive, Short Union Street, Lincoln Loop, Aiken Road, Summit Road, Friendly Road, Northridge Drive and Wilshire Drive.

Waterline Replacement Projects Update

Reports showing that the water samples taken from the new water main installed along Ridge Avenue passed the bacteriological analysis testing were received on January 14. A crew from City's Plumbing and Pools, Inc. made three new water taps the next day, and completed making the last water tap and reconnection on January 16. The crew dug a couple days later at the intersection of N. Hale Street and Ridge Avenue to see how the old 2-inch galvanized water main connected to the 6-inch water main. Due to the lack of a valve or corporation stop at the connection to the larger line, the crew will return at a future date to cut and plug the old water main after a CodeRED announcement has been sent out for the area expected to be temporarily impacted by shutting down the water.

Joyce Backhoe Services, Inc., low bidder for the Morehead Street WL project, dropped off the last of the required contract documents on January 23. Based on the current workload, a notice to proceed date of February 6 was established. A meeting was held on February 6 to discuss possible shifting of the proposed alignment a short distance to the south for a portion of the street. A subcontractor was on site a couple days later to saw cut the asphalt pavement for about half the project. A crew was on site Wednesday the 13 to dig and locate a few marked utility mains at the intersection of Glovenia Street and Morehead Street. After making a wet tap there, the crew will proceed with the installation of a 6-inch diameter water main towards Hollingsworth Street.

A pre-construction meeting for the Jackson Street and W. Moore Street waterline replacement project was held on February 5, with representatives from Alley, Williams, Carmen & King, Inc. presiding. Executed contract documents were handed out to the various parties after the notice to proceed date of February 18th that City's Plumbing and Pools, Inc. asked for was agreed upon. Submittals for materials to be used during the project have been received, reviewed and approved. Depending on weather and delivery of materials, work should begin on the installation of about 900 feet of 6-inch diameter water main during the week of February 18 – 22.

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Two versions of revised plans for the West Avenue waterline replacement project were received from Stoltzfus Engineering Inc. during January, with the second version including a sheet of detail drawings. A few comments were sent on January 28^t for use during preparation of the final drawings. A signed application for the water main extension was sent to the engineering firm on February 6. Contract and bid documents should be finalized on February 13, and a bid opening date has been set for March 5 for the project that will include the installation of about 550 feet of 6-inch diameter ductile iron pipe, and about 120 feet of 2-inch diameter schedule 80 PVC pipe.

Fire Department

The Eden Fire Department played host to sixty kindergarteners from Douglass Elementary School on February 8. The children were treated to a variety of activities including a fire truck demonstration, which allowed the children to get a close up view of the inside of a firetruck and explanation about the equipment and how it is used. During the visit, the children were given a fire safety message on the importance of smoke detectors and practicing a home escape plan with the rest of the family.

Information Technology

February is traditionally the coldest month of the year for us Southerners. While you're layering on your sweater and heavy coats, now is a good time to start thinking about layering your online security. Just like those extra layers of clothing keeps you warmer, extra layers of security will keep your personal information and bank account safer.

The first and most important layer is making sure you're using a different password for each and every online account you have. I know that sounds like a hassle, but, if your password is exposed as part of a data breach, hackers now have the keys (your password) to all of your online accounts. Using a different password for every site ensures that when a breach happens, your other accounts are safe.

Password managers make using different passwords for all of your accounts a whole lot easier.

Some great free options are:

LastPass <https://www.lastpass.com>

Dashlane <https://www.dashlane.com>

KeePass <https://www.keypass.info>

The second, and perhaps most important layer is two factor authentication. Two factor authentication (2FA), sometimes referred to as two factor identification, is an additional layer of protection beyond your password. It significantly decreases the risk of a hacker accessing your online accounts by combining your password (something you know) with a second factor, like your mobile phone (something you have). Even if a hacker has your username and password, they still would not be able to access your accounts. Many of the world's largest websites have made 2FA readily available from the security settings of your online accounts, but it's up to you to turn on this free feature.

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How you access and turn on 2FA is different for every site or service you use. Telesign has put together some tutorials on how to turn on 2FA for specific applications, online services, and social media. <https://www.turnon2fa.com/>

You can find tutorials on some of the more popular sites and services here: <https://www.turnon2fa.com/tutorials/>

Municipal Services Department

Compost for Sale

The City of Eden will be offering compost for sale on the following Saturdays: March 30th, April 6th and April 13th from 7:00am to 2:30pm. Costs are as follows: pick up load - \$5, Tandem axle trailer \$15 and large dump trucks \$25 each.

Code Red Notification System

The City of Eden has a Code Red Notification System to help make residents aware of changes to garbage collection due to weather or holiday closings, missing persons and any road closures. The system is also used for other public service and emergency related announcements. If you are not receiving the notifications and are interested in being included, please contact Georgette Spence at 336-623-2110 option 3 and have your name and number(s) added to the Code Red notification list. If you are an Eden resident, there is no cost to receive these notifications.

Reminder Concerning Snow Events

During snow events, our Municipal Services Department requests that all residents avoid parking their car(s) on the roadway. Please park any and all cars OFF the roadway, if possible. This would allow better access for the snowplows to clear the roadway in a timelier and efficient manner, thereby allowing all residents access to clear roads much faster. Thank you so much for your assistance.

Parks, Recreation & Facility Maintenance Department

Community Accents Program & Parks & Recreation Radio Program

Staff will be participating in the Community Accents Program with WLOE (Wonderful Land of Eden) radio on February 8 and will be participating in the same program again on March 8. In addition, staff participated in the Parks & Recreation Radio Program with WLOE on January 23 and will be participating in the same program again on February 27 to update the public on our recreational program offerings during the months of March and April. We remain involved in these community outreach efforts in an effort to update residents about the programs being offered by our Parks & Recreation Department.

Be Healthy Rockingham County

Staff continues to be involved with Be Healthy Rockingham County initiative. They attended the Be Healthy Rockingham County meeting on February 13 and will attend the next meeting scheduled for March 13.

Freedom Park Splash Pad Update

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VORTEX is continuing their work on the construction of the splash pad and should be completed by May 30, weather permitting. Cirrus Construction has received the building permit for the bathhouse and construction is scheduled to begin before the end of this month, weather permitting.

Matrimony Creek Greenway Parking Lot

The Matrimony Creek Greenway Parking Lot will be paved in the spring of this year.

Freedom Park Walking Track and Road Repairs

The Freedom Park parking lots were re-stripped the week of January 25 – 27 and the Freedom Park walking track will be completed in the spring of this year.

Collaboration with UNC-Rockingham Health Care

Staff has met with Liz Penn, Director of Rehabilitation Therapy & Sleep Center, at UNC-Rockingham Health Care, and the City will be collaborating with them to provide workshops at the Garden of Eden Center. These will include Build Your Bones Workshop, Falls Prevention, and Change Your Joint Pain to list a few. They will also be working with Terry Vernon, Athletic Director, to provide workshops on Injury Prevention/Education Screening and Functional Movement Screening. All of these services will be free. A schedule for these offerings will be planned in the upcoming months and advertised accordingly.

Chiller & Cooling Tower for Eden Municipal Building

The installation of the new Chiller and Cooling Tower for the Eden Municipal Building will begin on February 16 and will be completed by mid-April.

Softball Tournaments @ Freedom Park

There was a NSA Softball Tournament at Freedom Park on February 9. In addition, there is a USSSA Tournament at Freedom Park February 23–24, NSA Tournament March 2-3, Freedom Sports Tournament March 9-10 and a USSSA Tournament March 16-17.

Planning & Inspections Department

Code Enforcement

The paperwork to start the non-residential maintenance actions against the Eden Mall, Kingsway Plaza and old Winn Dixie Shopping Center is being prepared and will be sent out during the week of February 11-15. This comes as a result of many complaints concerning the parking lots at each of these facilities along with other apparent violations.

Monthly statements were mailed to all property owners that owe the City of Eden for abatements during the first week of February.

1220 Front Street

Since the last report, we have sent yet another violation notice to the owner of 1220 Front Street. We have a court date set for February 21, to hear the case. Our last Notice of Violation included a Notice of Chronic Violator, which allows us to clean up the junk without further notice this year.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Planning Commission

Zoning Case Z-18-06

Prepared case report to amend Section 11.22 General Provisions to include provisions pertaining to regulation of Disabled Motor Vehicles and to amend Section 11.29(a) Definitions to include a definition for Disabled Motor Vehicles. The Planning Board has recommended that the request be approved. It will go to Council in February.

Zoning Case Z-19-01

Prepared case report and maps for request to rezone property located at 354 W. Meadow Road from O & I to BG. The Planning Board recommended that the request be approved. It will go to Council in February.

Demolitions

At the November 2018 regular meeting, the City Council approved the demolitions of seven properties

Stadium Drive Sidewalk

A representative from NCDOT recently came and met with staff regarding this project. NCDOT has requested that the funds be released for the engineering and design work. NCDOT has a particular set of standards concerning the way grants like the one we received are handled. We are working on a Request for Proposal document so that when we receive final clearance, the documents will be ready to be sent to prospective firms and to be advertised.

Community Appearance Commission

The Community Appearance Commission met on February 5. They discussed plans for a citywide clean up during “Great American Cleanup” (Mar. 1 – May 31) and discussed ideas to involve civic groups, church groups and school groups. They also discussed issues with parking lot maintenance (particularly Kingsway Center, the Eden Mall and the old Winn Dixie shopping center on the west side of town.). It was determined that this could be addressed using the non-residential maintenance code, and the Commission wishes to follow through with this. Inspectors have inspected these parking lots and notices will be sent to property owners for violations. Each Commission member took an area of the City to do a “litter assessment” as well as a sweep for junk, junk cars, and other nuisance issues. From this, we will target areas for cleanup and try to develop an anti-litter campaign.

Historic Preservation Commission

The Historic Preservation Commission met on February 11. Staff has prepared a list of all historic properties currently in our inventory. Each Commission member took an area and they will do an assessment of the condition of our historic properties (vacant, occupied, drastically altered, demolished, etc.). Commission members discussed the possibility of creating some type of revolving fund or incentive grant (“carrot vs stick”) to encourage historic property owners to help maintain or make repairs to their properties. We will come up with a plan to propose to City Council to test the viability of this plan. The members also discussed issues with non-residential maintenance with plans to push for better enforcement of this before a building gets in too bad a shape that there is no choice but to demolish. Also discussed reviving the historic walking tour.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Historic Walking Tour

Staff has met to discuss reviving the walking tour in the Leaksville area. We will be working on maps and brochures, with the idea of expanding this to other areas of the city, possibly initiating “heritage tours” in each area.

Eden Single Family Rehabilitation Program Proposal

In our preparations for the FY 2019-20 budget, we have prepared a draft of a City funded Single Family Rehabilitation Program. In light of changes and limitations to grants available to the City, we believe that we must act to assist our citizens. If approved, the program will address the following:

1. Life Safety issues
2. Energy Conservation
3. Appearance and General Upgrades

We plan to model the program after the old Single Family Rehab grant programs from the State. We will include the same protections (Deed of Trust) to prevent us giving grants and then owners taking the windfall and selling. We will report more on this in the future.

Police Department

Data-Driven Approaches to Crime and Traffic Safety (DDACTS) Training

On January 22 and 23, the police department administration and supervisors received training on Data-Driven Approaches to Crime and Traffic Safety (DDACTS). This training integrates location based crime and traffic data to establish effective and efficient methods for deploying law enforcement and other resources. Using GIS mapping to identify areas that have high incidences of crime and crashes, DDACTS uses traffic enforcement strategies that play a dual role in fighting crime and reducing crashes and traffic violations. We believe this will be a beneficial tool to strategically target crime in our community.

Junior Achievement Program

The Eden Police Department will be participating in the Junior Achievement Program, for the second year, at Central Elementary. Junior Achievement helps students realize that the education they are getting today will help them to have a bright future tomorrow. Junior Achievement is a unique volunteer delivered program that helps show the students all of the possibilities that lay before them. Junior Achievement programs foster work-readiness, entrepreneurship and financial literacy skills by using experiential learning to inspire students to dream big and reach their potential. Junior Achievement of the Triad is expanding the program at Central Elementary this year to include a kindergarten and first grade class and we have two officers who have volunteered to provide the classes, Sergeant David Stepps and Lieutenant David Lamberth.

Facebook and Outstanding Warrants

On January 29, we implemented a new power point presentation (video) for individuals with outstanding warrants. This power point presentation will be utilized on our Eden Police Department Facebook page every three to four weeks. The slide show highlights individuals with outstanding warrants to include a photo, name, and current outstanding charges. This will be another way of keeping our citizens informed and up to date by the Eden Police Department.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Public Utilities

2018 Drinking Water Quality Report is Now Available

The City of Eden Water Filtration Plant has released their 2018 Water Quality Report, detailing specific information pertaining to the quality of drinking water that it provides to its customers. As part of a U.S. Environmental Protection Agency mandate, water utilities across the country produce annual reports that are designed to educate and inform consumers. This report is an opportunity for the public to understand what is involved with making the water safe. The report is available at <https://www.edennc.us/DocumentCenter/View/11061/2018-Water-Quality-Report>. If you would like a printed copy of the report, it is available in the Billing and Collections Department at City Hall, 308 E. Stadium Drive, Eden, NC.

CONSENT AGENDA:

- a. Approval and adoption of the January 15, 2019 minutes.
- b. Approval and adoption of a Resolution in favor of accepting a Rural Authority Grant.

Mr. Dougherty said the City received a \$997,000 NC Department of Commerce Rural Authority Grant to upgrade New Street sewer facilities. This grant was announced in December of 2017 but the full application was not submitted in the fall of 2018 because the area was considered for a project that may have changed its scope. That issue was eliminated, the full application was submitted, and approval received on January 3, 2019.

RESOLUTION OF THE COUNCIL OF THE CITY OF EDEN

WHEREAS, the NC General Assembly has determined that it is the policy of the State to stimulate economic activity and help create new jobs for citizens of the State by affording grants to local governmental units in the state's economically distressed counties for infrastructure improvements, and

WHEREAS, the North Carolina Department of Commerce Rural Authority has offered a Rural Economic Development Grant to the City of Eden in the amount of \$ 997,000 for the construction of a sewer upgrade on New Street, and

WHEREAS, the City of Eden intends to construct said project in accordance with the approved plans and specifications,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF EDEN:

That City of Eden does hereby accept the Rural Authority offer of \$997,000. That the City of Eden does hereby give assurance to the North Carolina Department of Commerce that all items specified in the grant offer will be adhered to. That Brad Corcoran, City Manager, and successors so titled, and Mike Dougherty, Director of Economic Development and successors so titled are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application. That City of Eden has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 19th day of February 2019 at Eden, North Carolina.
By: Neville Hall, Mayor

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

CERTIFICATION BY RECORDING OFFICER

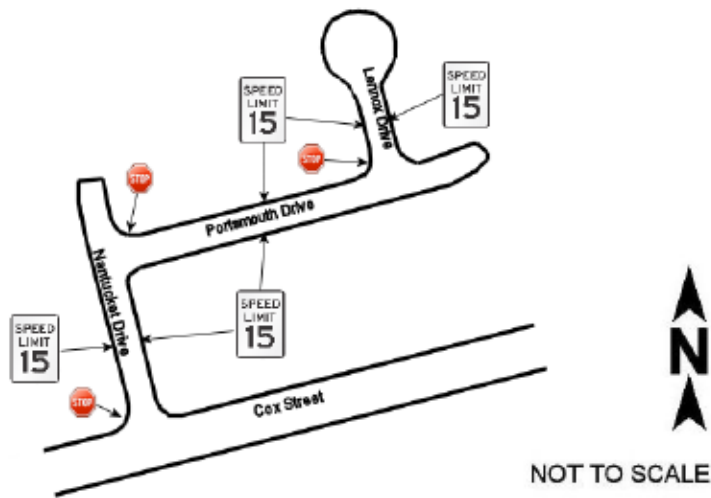
The undersigned duly qualified and acting City Clerk of the City of Eden does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the City Council of the City of Eden duly held on the 19th day of February 2019 and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 19 day of February, 2019.

By: Deanna Hunt, City Clerk

- c. Approval of a traffic study recommendation and adoption of Ordinances regulating the speed limit and stop signs on Nantucket Drive, Portsmouth Drive and Lennox Drive.

On January 9, Eden Police Sgt. Jim Robertson spoke with a citizen who was concerned about the absence of speed limit signs and stop signs in “The Village” housing development. After speaking with the citizen, he contacted Council Member Carter about the concern. Council Member Carter confirmed he would like a traffic study conducted. “The Village” is a housing development currently comprised of three adjoining roadways: Nantucket Drive, Portsmouth Drive, and Lennox Drive. There were currently no stop signs at any of the intersections of the streets. Furthermore, there were currently 24 residential parcels with plans to build more. Due to the density of the residential area and the foreseen growth, the department’s recommendation was that stop signs be erected at the indicated intersections and the speed limit of 35 MPH be reduced to 15 MPH for the following streets: Nantucket Drive from the intersection of Cox Street northward to the Dead End; Portsmouth Drive eastward to the intersection of Lennox Drive; Lennox Drive from the intersection of Portsmouth Drive northward to the dead end/cul-de-sac.

Proposed Locations for Stop Signs and Speed Limit Signs



City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

AN ORDINANCE DECLARING THE SPEED LIMIT ON LENNOX DRIVE FROM THE INTERSECTION OF PORTSMOUTH DRIVE TO THE DEAD END/CUL-DE-SAC

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, pursuant to authority granted by N.C.G.S. § 20-141(f) that:

Section 1 – The City Council of the City of Eden has determined that operation of a motor vehicle 35 miles per hour on Lennox Drive southward to Portsmouth Drive is greater than is reasonable and safe under the conditions existing upon Lennox Drive from Portsmouth Drive northward to the Dead End/Cul-De-Sac.

Section 2 – It shall be an infraction to operate a motor vehicle on Lennox Drive from Portsmouth Drive northward to Dead End/Cul-De-Sac in excess of fifteen (15) miles per hour.

Section 3 – Signs shall be placed, erected or installed on each side of Lennox Drive from Portsmouth Drive northward to the Dead End/Cul-De-Sac giving notice of the speed limit to traffic traveling in each direction on said Lennox Drive from Portsmouth Drive northward to the Dead End/Cul-De-Sac.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

Section 5 – All ordinances in conflict with this Ordinance are hereby repealed.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE DECLARING THE SPEED LIMIT ON NANTUCKET DRIVE FROM THE INTERSECTION OF COX STREET TO THE DEAD END

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, pursuant to authority granted by N.C.G.S. § 20-141(f) N.C.G.S. § 160A-301 that:

Section 1 – The City Council of the City of Eden has determined that operation of a motor vehicle 35 miles per hour on Nantucket Drive from the intersection of Cox Street to the Dead End is greater than is reasonable and safe under the conditions existing upon Nantucket Drive to the Dead End.

Section 2 – It shall be an infraction to operate a motor vehicle on Nantucket Drive to the Dead End in excess of fifteen (15) miles per hour.

Section 3 – Signs shall be placed, erected or installed on each side of Nantucket Drive from the intersection of Cox Street to the Dead End giving notice of the speed limit to traffic traveling in each direction on said Nantucket Drive from the intersection of Cox Street to the Dead End.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

Section 5 – All ordinances in conflict with this Ordinance are hereby repealed.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

AN ORDINANCE DECLARING THE SPEED LIMIT ON PORTSMOUTH DRIVE
FROM THE INTERSECTION OF NANTUCKET DRIVE TO THE INTERSECTION OF LENNOX DRIVE

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, pursuant to authority granted by N.C.G.S. § 20-141(f) that:

Section 1 – The City Council of the City of Eden has determined that operation of a motor vehicle 35 miles per hour on Portsmouth Drive eastward to Lennox Drive is greater than is reasonable and safe under the conditions existing upon Portsmouth Drive from Nantucket Drive eastward to Lennox Drive.

Section 2 – It shall be an infraction to operate a motor vehicle on Portsmouth Drive from Nantucket Drive eastward to Lennox Drive in excess of fifteen (15) miles per hour.

Section 3 – Signs shall be placed, erected or installed on each side of Portsmouth Drive from Nantucket Drive eastward to Lennox Drive giving notice of the speed limit to traffic traveling in each direction on said Portsmouth Drive from Nantucket Drive eastward to Lennox Drive.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

Section 5 – All ordinances in conflict with this Ordinance are hereby repealed.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE REGULATING TRAFFIC
AT THE INTERSECTION OF LENNOX DRIVE AND PORTSMOUTH DRIVE

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that:

Section 1 – It shall be an infraction for the driver of a motor vehicle travelling in a southerly direction of Lennox Drive to fail to stop said vehicle before entering the intersection of Lennox Drive and Portsmouth Drive in obedience to a stop sign erected at said intersection.

Section 2 – A stop sign shall be placed, erected or installed on the west side of Lennox Drive at its intersection with Portsmouth Drive directing traffic on Lennox Drive to stop before entering said intersection.

Section 3 – All Ordinances in conflict with this Ordinance are hereby repealed.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE REGULATING TRAFFIC
AT THE INTERSECTION OF NANTUCKET DRIVE AND COX STREET

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that:

City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Section 1 – It shall be an infraction for the driver of a motor vehicle travelling in a southerly direction of Nantucket Drive to fail to stop said vehicle before entering the intersection of Nantucket Drive and Cox Street in obedience to a stop sign erected at said intersection.

Section 2 – A stop sign shall be placed, erected or installed on the west side of Nantucket Drive at its intersection with Cox Street directing traffic on Nantucket Drive to stop before entering said intersection.

Section 3 – All Ordinances in conflict with this Ordinance are hereby repealed.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE REGULATING TRAFFIC
AT THE INTERSECTION OF PORTSMOUTH DRIVE AND NANTUCKET DRIVE

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that:

Section 1 – It shall be an infraction for the driver of a motor vehicle travelling in a westerly direction of Portsmouth Drive to fail to stop said vehicle before entering the intersection of Portsmouth Drive and Nantucket Drive in obedience to a stop sign erected at said intersection.

Section 2 – A stop sign shall be placed, erected or installed on the north side of Portsmouth Drive at its intersection with Nantucket Drive directing traffic on Portsmouth Drive to stop before entering said intersection.

Section 3 – All Ordinances in conflict with this Ordinance are hereby repealed.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

d. Consideration and approval of water and sewer flat rates for 10” meters.

Ms. McMichael said the City of Eden’s current rate schedule did not provide water and sewer flat rates for a 10” meter. There had not been a need for the base rate in the past due to large industrial customers having a contract rate. Due to the industrial customers closing, the City needed to have the rates in place for new customers or until negotiated contract rates were requested. Staff recommended approval of the following flat rates for a 10” meter:

Inside the City 10” Water Flat Rate \$2,625.55 per month
Outside the City 10” Water Flat Rate \$5,251.11 per month
Inside the City 10” Sewer Flat Rate \$2,460.14 per month
Outside the City 10” Sewer Flat Rate \$4,920.29 per month

Current Rates:

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

RESIDENTIAL WATER	
Meter Size	1-Jan-16 Inside City Outside City Monthly Monthly
3/4"	12.35 24.7
1"	22.08 44.16
1 1/4"	32.07 64.14
1 1/2"	58.45 116.9
1 3/4"	80.09 160.18
2"	109 218
3"	226.15 452.3
4"	418.66 837.32
6"	973.75 1,947.50
8"	1706.35 3,412.70
10"	2,625.55 5,251.11
Per 1,000 Gallons Usage Charge	
	5.09 10.18

RESIDENTIAL SEWER	
Meter Size	1-Jan-16 Inside City Outside City Monthly Monthly
3/4"	11.72 23.44
1"	28.68 57.36
1 1/4"	30.21 60.42
1 1/2"	54.9 109.8
1 3/4"	75.22 150.44
2"	102.31 204.62
3"	212.02 424.04
4"	392.38 784.76
6"	912.52 1,825.04
8"	1598.85 3,197.70
10"	2,460.14 4,920.29
Per 1,000 Gallons Usage Charge	
	6.50 13.00

COMMERCIAL WATER	
Meter Size	1-Jan-16 Inside City Outside City Monthly Monthly
3/4"	16.58 33.16
1"	30.50 61.00
1 1/2"	58.45 116.90
Per 1,000 Gallons Usage Charge	
	5.09 10.18

COMMERCIAL SEWER	
Meter Size	1-Jan-16 Inside City Outside City Monthly Monthly
3/4"	15.68 31.36
1"	28.74 57.48
1 1/2"	76.82 153.64
Per 1,000 Gallons Usage Charge	
	10.20 20.40

e. Consideration and approval of uncollectible Code Enforcement fees.

Ms. Gilley and Ms. McMichael said after review of the following accounts, it was evident that they were legally uncollectible. Based upon that and upon recommendation of City Auditor Judy Rouse, they requested that the following amounts be written off so they would no longer show as delinquent accounts receivable. Continuing to include such amounts in the financial records of the City could result in a distorted age trial balance.

1. The property at 628 Monroe Street was the subject of a foreclosure proceeding by the Rockingham County Tax Department. The proceeds were less than the taxes due; therefore, the City of Eden did not receive payment for the code enforcement fees due. Foreclosure was the sole remedy for debt owed and must be removed.

Account Number: 21018, Owner: Jonathan K. Wise, Amount Due: \$30,436.40

The removal of this line item would more accurately reflect the amounts actually due and collectible by the City of Eden.

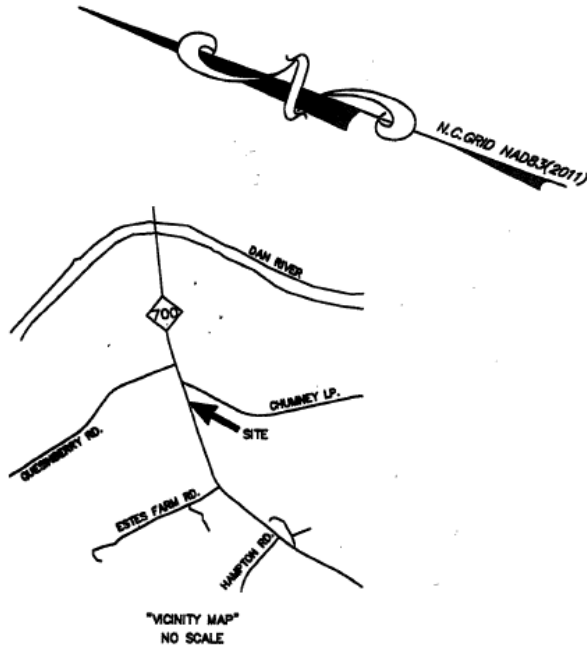
f. Consideration and approval of proposed booster pump station replacement by Dan River Water, Inc. on NC 700.

Engineering Director Bev O'Dell said Mike Lemons, Utility Supervisor for Dan River Water, Inc., requested City Council grant approval for the proposed replacement of their booster pump station located on the east side of NC 700, about 325 feet southeast of the intersection with Chumney Loop. Construction plans for the project were being prepared by William E. Mitchell Associates. Approval of the proposed improvement was being requested in accordance with the water purchase agreement between the City of Eden and Dan River Water, Inc. The improvements were intended to replace aging equipment and improve the reliability of delivering water to existing

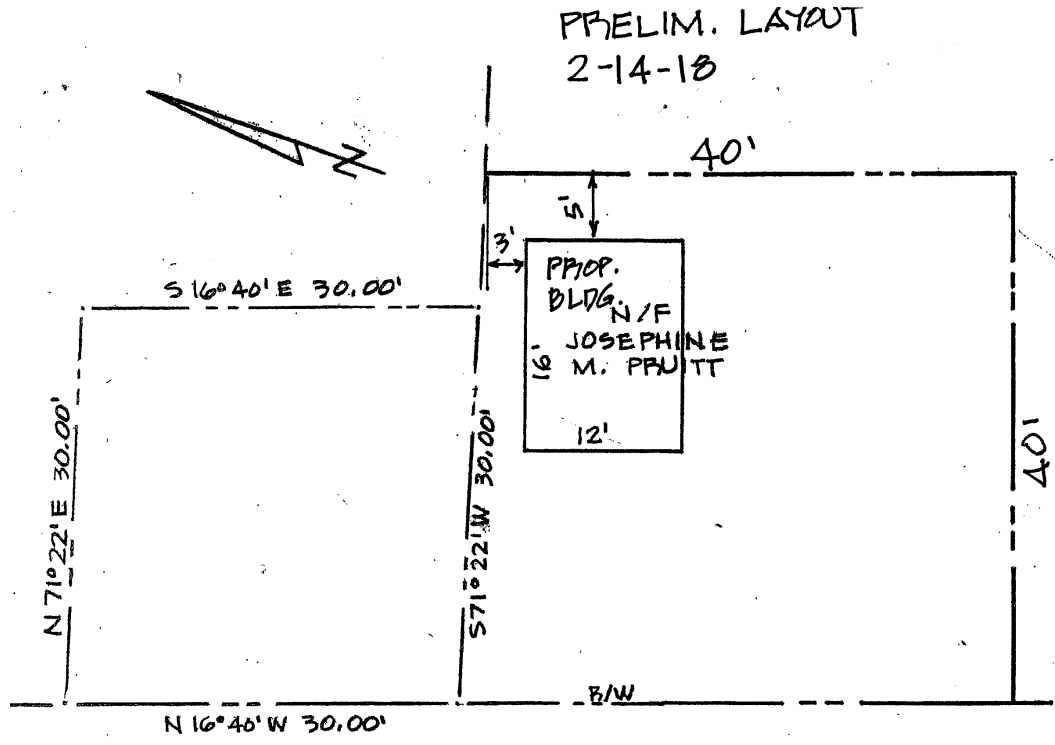
City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

customers. The new pump station building would be located on a small lot adjacent to the existing booster pump station location. It was recommended the proposed improvements for the Dan River Water, Inc. facility on NC 700 be allowed to take place.



Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:



N.C. HWY. 700

WE ASKED KELLY STULTZ TO LOOK AT BLDG. SETBACKS FOR COMPLIANCE WITH CITY ZONING, ETC. - SHE WAS O.K. WITH THEM

Bill M.

5001 N.C. HWY. 700

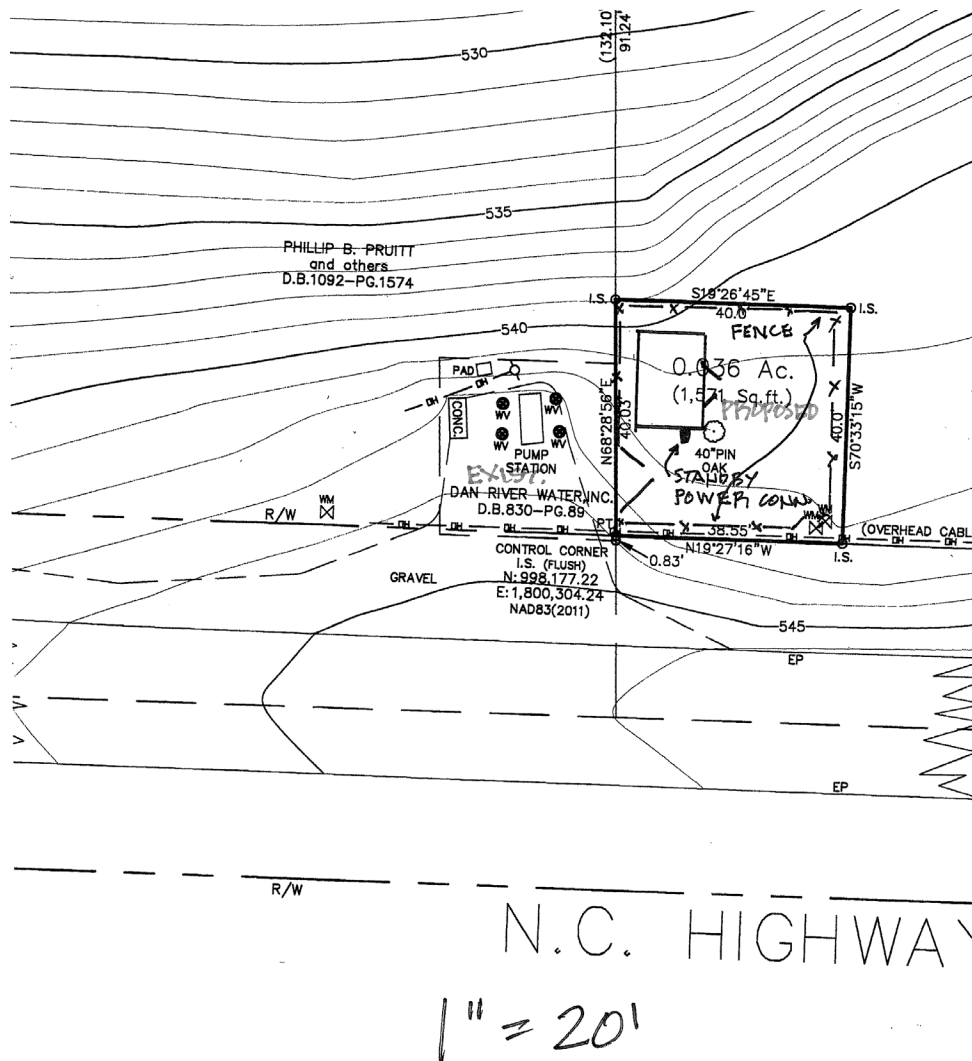
DAN RIVER WATER, INC.

WENTWORTH TOWNSHIP
ROCKINGHAM CO., N.C.
SCALE: 1" = 10'

PIN: 890900083109

PARCEL: 176437

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:



- g. Approval and adoption of a Resolution declaring surplus equipment.

Municipal Services Director Paul Dishmon said the division had items they wanted declared surplus and advertised for sale on the GovDeals auction site: surplus low band radios, a 2002 Ford Ranger, and surplus of outdated stoplights.

RESOLUTION AUTHORIZING THE DISPOSAL OF PERSONAL PROPERTY BY PUBLIC AUCTION

WHEREAS, the City of Eden owns certain surplus equipment and property listed below in Exhibit A and hereinafter referred to as "the property"; and

WHEREAS, the City of Eden desires to dispose of the property by public auction as authorized by North Carolina General Statute §160A-270; and

WHEREAS, pursuant to North Carolina General Statute §160A-270 (c), the City Council must authorize the use of the public electronic auction service and the means of publication; and

City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

WHEREAS, the property will be sold at a public electronic auction to the highest bidder excepting any reserve placed on the property. The property will be listed at www.govdeals.com starting on February 25, 2019 at 8:00 a.m. and will be posted continuously until it is sold; and

WHEREAS, The City desires to publish this notice solely by electronic means via the City of Eden website; and

WHEREAS, Paul Dishmon, Municipal Services Director, is an appropriate city official to dispose of the property by public auction.

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Eden that the property listed above be disposed of by public auction, that the publication of this sale be solely by electronic means, and that Paul Dishmon be authorized to dispose of the property by public auction.

APPROVED, ADOPTED AND EFFECTIVE this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

Exhibit A

Approximately 30 Low band radios

1 2002 Ford Ranger

Approximately 30 Out-of-date stoplights

Approximately 30 Broken stoplights

h. Approval of a traffic study recommendation and adoption of Ordinances regulating parking and stop signs in the Bridge Street Municipal Parking Lot.

Sgt. Robertson said on January 30, the department received a traffic study request from Council Member Burnette in reference to signs needed in the Bridge Street Municipal Parking Lot. The parking lot was situated behind the businesses (south) of Washington Street and adjoined S. Bridge Street to the west. The parking lot was recently paved and pavement markings were made to facilitate parking and traffic flow. The new markings directed traffic to flow one way in the alleyway northward to Washington Street. Also, several areas were striped for no parking or conditional parking and would require signage to be enforceable. The orientation and design of the new pavement markings would necessitate the placement, erection, or installation of several signs within the parking lot and connecting alleyway.

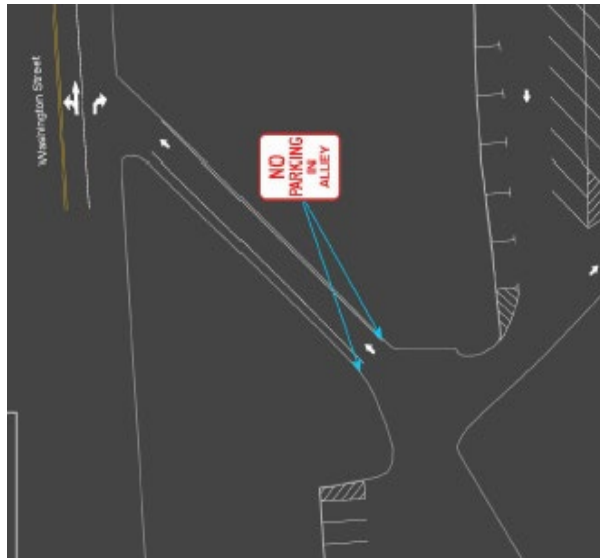
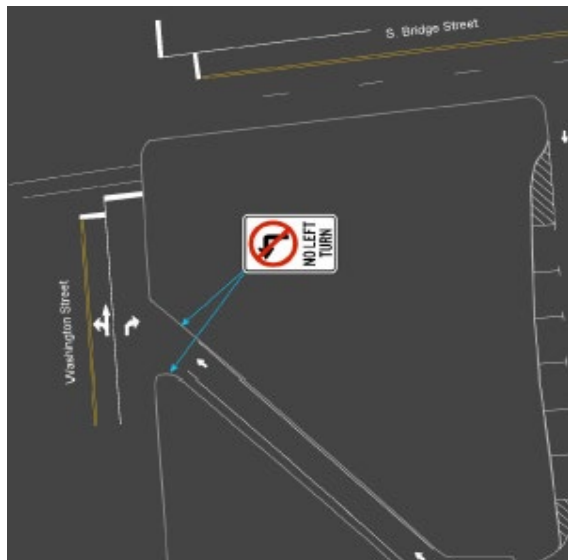
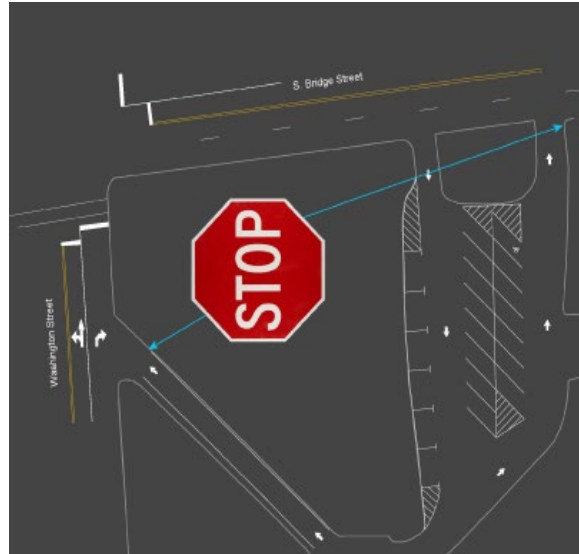
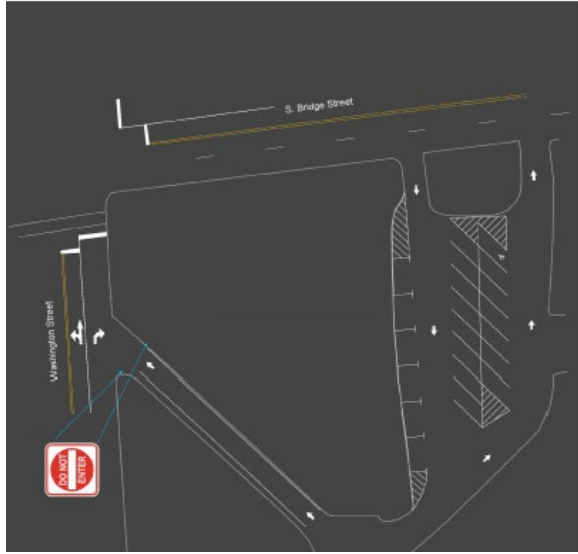
In order to provide for the safety and security of citizens utilizing the parking lot, the department's recommendations were as follows:

- 1) Two "DO NOT ENTER" signs placed, erected, or installed at the exit of the alleyway onto Washington Street to inform motorists that the alleyway is not an entrance.
- 2) One "STOP" sign placed, erected, or installed on the east side of the alleyway at the intersection of Washington Street directing motorists to stop before proceeding onto Washington Street from the alleyway. Another "STOP" sign placed, erected or installed at the exit from the lower lot onto S. Bridge Street directing motorists to stop before proceeding onto S. Bridge Street from the parking lot.
- 3) Two "NO LEFT TURN" signs placed, erected, or installed on both sides of the alleyway at the intersection of Washington Street to direct motorists traveling north through the alleyway that no left turn is allowed (right turn only when exiting the alleyway) onto Washington Street.
- 4) Two "NO PARKING IN ALLEY" signs placed, erected, or installed on both sides of the alleyway at its south-most point to alert motorists that parking in the alleyway was forbidden due to its narrow nature and presence of pedestrian walk lane.
- 5) Three "RESERVED PARKING" handicapped/disabled parking signs placed, erected, or installed at the parking spots marked/striped as reserved for handicapped/disabled motorists.
- 6) Two "NO PARKING LOADING ZONE" signs placed, erected, or installed along the northern edge of the pavement marked as "NO PARKING" at the western-most portion of the upper lot.

City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

7) Finally, if the City Council directed the hours of parking to be regulated, the department recommended signs notating the hours of forbidden parking, citing the City Code, and listing possible consequences for violation placed, erected, or installed at highly visible locations throughout the lot.



Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:



Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:



AN ORDINANCE REGULATING TRAFFIC AT INTERSECTION OF THE BRIDGE STREET MUNICIPAL LOT EXIT AND S. BRIDGE STREET

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that:

Section 1 – It shall be an infraction for the driver of a motor vehicle travelling in a easterly direction of the Bridge Street Municipal Lot Exit to fail to stop said vehicle before entering the intersection of the Bridge Street Municipal Lot Exit and S. Bridge Street in obedience to a stop sign erected at said intersection.

Section 2 – A stop sign shall be placed, erected or installed on the south side of the Bridge Street Municipal Lot Exit at its intersection with S. Bridge Street directing traffic on the Bridge Street Municipal Lot Exit to stop before entering said intersection.

Section 3 – All Ordinances in conflict with this Ordinance are hereby repealed.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFECTIVE, this 19 day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE REGULATING TRAFFIC AT INTERSECTION THE BRIDGE STREET MUNICIPAL LOT ALLEY AND WASHINGTON STREET

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, that:

City of Eden, N.C.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Section 1 – It shall be an infraction for the driver of a motor vehicle travelling in a northerly direction of the Bridge Street Municipal Lot Alley to fail to stop said vehicle before entering the intersection of the Bridge Street Municipal Lot Alley and Washington Street in obedience to a stop sign erected at said intersection.

Section 2 – A stop sign shall be placed, erected or installed on the east side of the Bridge Street Municipal Lot Alley at its intersection with Washington Street directing traffic on the Bridge Street Municipal Lot Alley to stop before entering said intersection.

Section 3 – All Ordinances in conflict with this Ordinance are hereby repealed.

Section 4 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

APPROVED, ADOPTED AND EFECTIVE, this 19 day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

AN ORDINANCE REGULATING TRAFFIC FLOW AT THE
INTERSECTION OF THE BRIDGE STREET MUNICIPAL LOT ALLEY EXIT AND WASHINGTON STREET

BE IT ORDAINED BY THE CITY COUNCIL of the City of Eden, North Carolina, pursuant to authority granted by N.C.G.S. § 20-160A-300 that:

Section 1 – It shall be unlawful for the driver of a vehicle to proceed in a southerly direction into and/or through the Bridge Street Municipal Lot Alley.

Section 2 – It shall be unlawful for the driver of a vehicle proceeding in a northerly direction on the Bridge Street Municipal Lot Alley to turn left (west) onto Washington Street upon exiting the Bridge Street Municipal Lot Alley.

Section 3 – Two (2) “DO NOT ENTER” signs shall be placed, erected or installed on each side of the Bridge Street Municipal Lot Alley exit at the intersection of Washington Street directing traffic that is proceeding or attempting to proceed in a southerly direction from Washington Street that such action is prohibited.

Section 4 – Two (2) “NO LEFT TURN” signs shall be placed, erected or installed on each side of the Bridge Street Municipal Lot Alley exit at the intersection of Washington Street directing northerly traffic that is proceeding or attempting to proceed left (west) onto Washington Street that such an action is prohibited.

Section 5 – The OFFICIAL TRAFFIC MAP of the City of Eden is hereby amended to conform with this Ordinance.

Section 6 – All ordinances in conflict with this Ordinance are hereby repealed.

APPROVED, ADOPTED AND EFECTIVE, this 19th day of February, 2019.

CITY OF EDEN

By: Neville Hall, Mayor

ATTEST: Deanna Hunt, City Clerk

A motion was made by Council Member Moore to approve the Consent Agenda. Council Member Hampton seconded the motion. All members voted in favor of the motion. The motion carried.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

ANNOUNCEMENTS:

Mayor Hall said February 23 would be the Budget Retreat starting at 8:30 a.m. in the Eden Room. On February 20, there would be a Town and State Dinner in Raleigh where elected municipal officials were invited to dine with elected State officials. He and the City Manager would attend to represent Eden. Eden was one of four cities chosen to be profiled for a video presentation about the direction or the progress they were making in their cities. A camera crew came to Eden and he, Mr. Dougherty and Commissioner Pyrtle talked about the collaborative effort with the County on the Duke Energy Site and what the hopes were for that joint project. He heard from N.C. League of Municipalities Associate Executive Director of Public and Government Affairs Rose Williams and she told him he would love the video as it turned out great. Eden was fortunate to have been selected and receive the positive publicity.

Council Member Burnette said there was a meeting in Raleigh on February 11 at which Ms. Weston was asked to speak about the urban and rural divide in healthcare. A 20-minute video of her speaking about that issue and about Eden was on YouTube. He encouraged everyone to watch. Ms. Weston did a fantastic job and was on stage with Governor Roy Cooper and other impressive people.

Council Member Ellis said he heard Ms. Weston received a standing ovation. He thanked her for all that she did for Eden.

Council Member Grogan said elected officials were invited to a meeting with the Rockingham County Education Foundation. The Foundation looked at groups of people in Eden who were in the learning process. They were currently concentrating on babies from birth to three years old. The reason they chose that age group was the greatest brain development happened during those three years. There were about 3,000 children in Rockingham County from birth to three years old. Of children aged birth to five years old, 49 percent were 200 percent below the federal poverty level. Statistics stated that 33 out of 1,000 children from birth to three years old had suffered abuse or neglect; therefore, in Rockingham County that would equate to about 100 of those aged children having suffered from abuse or neglect. She said 60 percent of the children in Rockingham County lived in poverty. When churches and civic groups were putting together food and backpacks, they needed to remember children below the age of three. The new term for hungry was food insecure and 24 percent of children in Rockingham County were food insecure. The information given out at the Foundation meeting was informative. About 75 elected Rockingham County officials attended. The Foundation was something worth supporting.

Council Member Burnette noted the Annual Eden Chamber of Commerce was held February 5. Two very honored awards were given that night. He was disappointed in the lack of press coverage those two had received. He read from the following and requested it be included in the minutes in its entirety:

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

John E. Grogan Lifetime Achievement Award Sylvia Grogan

The 2018 recipient of the John E. Grogan Lifetime Achievement Award was very close to the award's namesake. Sylvia Grogan grew up in the Tidewater area of Virginia but moved to Eden when she married John and has spent a lifetime giving to her adopted hometown.

She was a teacher at Morehead High School and RCC. Sylvia later served as the Marketing Director of Morehead Hospital, now UNC Rockingham Healthcare.

She has been an active member of Leaksville United Methodist Church where her dedication has been demonstrated in many ways such as renovating the church fellowship hall and serving on and chairing multiple committees throughout the years.

When she was employed with Morehead Hospital, Sylvia was responsible for writing the Duke Endowment Grant that funded the Parish Nurse program at her church. In the 1990's, Jim Boles was the church's beloved pastor. Unfortunately, Jim succumbed to cancer after a brave fight. Our Parish Nurse Sandra Rakestraw cared for him during his illness. A few years after Jim's death I reminded Sylvia that her foresight in helping to establish this program enabled this fine man to be comforted by one of God's earthly angels when he needed one most.

In 2011, Eden successfully competed for the prestigious National Civic League All-America City Award against 25 other finalists. Three Eden projects were submitted and incorporated into a ten-minute presentations before the Award panel in Kansas City, MO. Two of those projects would were either started or facilitated by Sylvia:

In 1994, when Eden Drs. Nigel Buist and Bill McLeod were alarmed at the Eden teenage pregnancy rate Sylvia was instrumental in helping to establish Student Health Centers inside our four county high schools. All Centers are certified and staffed by a medical team when school is in session. Students' physical needs are assessed and help provided but what we learned from participants in the Award processwas the emotional support these centers provided.

Annie Kate's brother tried to commit suicide and a Student Health Center psychologist helped her cope with this crisis.

Thomas discussed the bad decisions his mother made and the countless times her boyfriends hit her. The counseling he received helped him deal with his anger over these circumstances. Chelsea's mother abused drugs something she discussed with her Counselor who offered much-needed consoling.

In 2008, Sylvia and Carol Kasten helped establish the Rockingham County Education Foundation. This organization may be best known for helping to fund the college advisor program at all four County High Schools. The program has made a difference in many students' lives providing opportunities that may not have been available to them otherwise.

Kasha attended UNC- Chapel Hill and now works at the State Employees Credit Union in Eden.

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Jesse stated that the idea of attending college was like being put down in a foreign country and told to live there. But he graduated from RCC and now has a promising career with the City of Eden.

Edgar is an immigrant who graduated from RCC and has continued his education. He has a very bright future whatever he does.

Eden came away from Kansas City with a sense of pride at having won the Award but it wouldn't have happened if Sylvia had not worked diligently to make these successful programs a reality.

As a teacher, Sylvia made a difference in many of her student's lives but there was one particular individual who did not forget her favorite teacher. This woman resurfaced in 2014 after it was announced that the John E. Grogan Park would be established on the grounds of Eden City Hall. Sylvia's student worked with City Manager Brad Corcoran to secretly donate money to help fund this facility—more than \$80,000 for this privately-funded park. The donor wanted to honor Sylvia for what she had done for her so many years ago.

This same former student has funded a Leaksville United Methodist Church bus and recently made a significant donation to establish the Grogan endowment. She also makes a very generous annual contribution to the church which is simply remarkable. All because Sylvia was such a positive influence in her life so many years ago.

When Neville Hall was elected Mayor in 2017, Sylvia was by far the most qualified candidate to fill his City Council seat. She has worked diligently to learn the issues that affect her constituents and has supported many projects to improve our city. She is always curious, always looking for ways to make Eden the best place it can be.

Finally, you cannot fully appreciate Sylvia Grogan's courage and resilience unless you know about the adversity she—and her husband John—had to overcome. Quite frankly Sylvia has suffered tragedy in her life that would have incapacitated most people.

Although she suffered loss multiple times, each time, she choose to pick up the pieces of her life and continue as a devoted partner to her husband John, a loving mother to her son Michael and daughter Meredith, a proud grandmother of her beautiful and talented granddaughters Marcia and Madeline, a teacher, a business professional, a volunteer, a trailblazer of innovative programs, a City Council representative and one of the most consequential members of the Eden community.

It is because of her dedication, passion, and giving heart that she has made a significant difference in our community and richly deserves this award. Please join me in a well-deserved round of applause for the 2018 John E. Grogan Lifetime Achievement Award Winner Sylvia Grogan.

- Mike Dougherty, Director of Economic Development, City of Eden

Distinguished Citizen of the Year Award Mike Dougherty

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

Every community needs those people who aren't just a one time wonder. We need those individuals who consistently, day by day, care for others when no one is looking. They aren't afraid to be good to their families and protect them fiercely. They serve on boards and work into the night carrying a vision for the city and its wellbeing. They teach classes in church , even to middleschoolers that many are afraid of. They pick up strangers on the side of the road and give them rides to safety or for a meal, even when their family has asked them to be cautious of this behavior. They take their jobs seriously and when they are afraid they can't find all the answers, they look to education and the future of our young people and search for ways to enable them to move forward...even if it means making a way to provide them transportation to the community college. They take out the trash when everyone is gone and no one can see, even when it's not their job. They listen and listen and listen to each person who shares their story and then instead of walking away, they carry the burden and seek an answer.

And ...they do all this year after year- consistently. This is a description of our recipient tonight.

Just this past year he was a huge part of the campaign for the ¼ cent sales tax that passed in May and will be used for a much needed workforce development center at RCC. He put in hours and hours going all over the county educating citizens and groups about the benefits of the tax. He saw parts of our county that he did not know even existed.

He pursued and received a \$1 million grant for the Berry Hill Mega Park water line project from the NC Drinking Water Reserve Fund. He also pursued and received a \$100,000 grant for the construction of the very popular Matrimony Creek Nature Trail from the Duke Energy Water Resources Fund. And, just recently received a \$27,000 commitment from the Strategic Planning Commission for the construction of the soon to be constructed Dan River Trail.

City Manager Brad Corcoran said, I think his efforts to get grants for the Mega Park and Trails is quite significant because those are dollars saved to our taxpayers. Also the ¼ cent sales tax was crucial because a key ingredient in industrial development is having an adequate workforce that is properly educated and trained.

He has also has been involved in the ST8 Crossing Regional Marketing group since its inception in 2017. He helped develop the Get Fit Eden program that has been very popular. He has worked with many small business owners over the years to make sure they are successful. Continually is meeting with potential clients, showing property, gathering data, working with existing industry, marketing Eden, helping the Chamber, the Salvation Army, Rock. Co. Education Foundation and I could go and on. If you know him, you know his strong work ethics and dedication to our City. He is usually one of the first to arrive and the last to leave the building. And I can say the same with our events. I can always count on him being there with me when we set up and with me when we break down.

Pam Cundiff who sits on the Rural Infrastructure Authority for the NC Dept. of Commerce and long time Eden business owner said, "Having worked with Mike on several Ec. Dev. Projects I know him to be someone who strongly believes in Eden. Dedicated to his community and his family Mike demonstrates the passion and desire to make Eden and Rockingham County a better

Minutes of the regular February 19, 2019 meeting of the City Council, City of Eden:

place for all those who chose to retire here, those seeking employment, as well as those enjoying our recreational opportunities.

We can talk about all the professional successes he has had but I bet if you ask him his greatest success would be his family – his wife Brenda, their 4 children and their spouses. And we cannot forget the Grand Dogs. He loves them all but CHARLIE is quite attached to him and he to Charlie. Charlie is a big yellow lab that has captured his heart.

This is just a sampling of the great things this individual has done for our community. You all have your own stories and experiences. City Manager Brad Corcoran also said, “As someone who has had the honor and pleasure of working with Mike for the past 17 years, I can tell you that his love and passion for the Eden community, coupled with this consistent commitment to the citizens, industries and businesses of Eden is what defines him. Mike is an all around great person and his recognition as Citizen of the Year is well deserved.”

It is my great honor to present the 2018 Distinguished Citizens Award to my dear friend and long time colleague – Mr. Mike Dougherty.

- Cindy Adams, Coordinator of Tourism & Special Events/Projects, City of Eden

Council Member Carter said he and Ms. Stultz would attend the Piedmont Triad Council of Regional Governments in Kernersville on February 20. Eden was selected as a host city and Ms. Stultz would share a presentation about Eden.

Council Member Ellis thanked Chief Light, Assistant Police Chief Simpson and the entire department for all they did for Eden.

ADJOURNMENT:

As there was no further business to discuss, a motion was made by unanimous consent to adjourn.

Respectfully submitted,

Deanna Hunt
City Clerk

ATTEST:

Neville Hall
Mayor

From: Bailey, Courtney <courtney.bailey@ncdcr.gov>

Sent: Friday, March 01, 2019 1:42 PM

To: City and County Clerks <clerks@listserv.unc.edu>

Subject: [clerks] 2019 General Schedule for Local Records Available

The new [General Schedule for Local Government Agencies](#) is officially posted to the State Archives website and is now available for adoption. The PDF for this schedule is linked above and includes the signature page necessary for adoption.

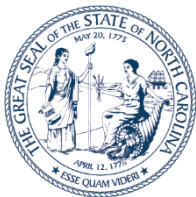
In order to minimize confusion, we have also removed the general records standards from all other local government schedules posted on our website, even if they haven't been updated yet under the new system. Agencies that adopt the General Schedule should follow the General Schedule for all general records standards, and should continue following their most recently signed agency schedule for all their program records.

In order to be current on standards for records retention, all local government agencies should either a) adopt the General Schedule, or b) work with a parent agency or other administratively affiliated agency to ensure that that agency has adopted it. For more information on the adoption process, please see our [blog post on how to adopt these new schedules](#).

We encourage agencies to begin familiarizing themselves with the General Schedule as they work to adopt it. Since the new schedule is intended to replace the general records standards for multiple schedules, we don't have a formal change log, but the index on the [schedule PDF](#) does indicate where old records series were combined. We also have a list of all records series listed in the schedule, in schedule order, available for download and review: [2019 local standards series-lists](#).

Now that this update and the two planned program schedule updates are complete, the Records Analysis Unit will begin work on the program record updates we have planned for January 1, 2020: Agricultural Extensions, County Management, Local Education Agencies, Municipalities, Regional Councils of Government, and Tourism Development Authorities. If you work for one of these agencies (including charter schools) and you would like to help us as a subject matter expert on your records, please contact Emily Sweitzer at Emily.Sweitzer@ncdcr.gov.

All of our local records retention schedules can be found [here](#).



Courtney Bailey

Records Analyst

NC Dept. of Natural and Cultural Resources

919 814 6918

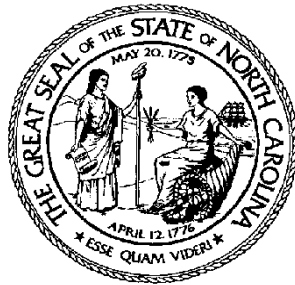
courtney.bailey@ncdcr.gov

215 N. Blount Street | 4615 Mail Service Center | Raleigh, NC 27699-4615

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES



Issued By:



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

March 1, 2019

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2019 Local Government Agencies General 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 local government 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.**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

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

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from 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."
- ✓ 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 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 halide 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 your agency and the State Archives of North Carolina.

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

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

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

Q. What is “reference value”?

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

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

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

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

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately.
-

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.

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

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

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
 - Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
 - Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
 - Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.
- See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/documents/human-readable-preservation-duplicates>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. *What is historical value?*

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. 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 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) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

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

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

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

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

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE**, page 2, item 8, and **AUDITS: FINANCIAL**, page 19, item 6.) 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 characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General 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 and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and

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 are already formally documented.

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

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

See also the State Archives of North Carolina's guidance on digital signatures found at:

<https://archives.ncdcr.gov/documents/digital-signature-policy-guidelines>

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.

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

See also **AUDITS: FINANCIAL**, page 20, item 6.

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 vi.

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.	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____ <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. § 163-300
2.	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
3.	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES	a) Retain in office official copy permanently. b) Destroy in office remaining records after 3 years.	
4.	AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	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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† 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.




ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p>APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.</p>	<p>a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
6.	<p>APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.</p>	Destroy in office after 2 years.	Authority: G.S. § 143-157.1
7.	<p>AUDIO AND VIDEO RECORDINGS OF MEETINGS See also MINUTES OF PUBLIC BODIES, page 11, item 42.</p>	<p>Destroy in office after approval of official written minutes. <i>NOTE: If these serve as the official minutes, as allowed by G.S. § 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i></p>	
8.	<p>AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. See also AUDITS: FINANCIAL, page 19, item 6.</p>	<p>a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office remaining audit reports after 10 years. c) Destroy in office documentation of corrective measures 2 years after their implementation. d) Destroy in office working papers and remaining records when superseded or obsolete.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
10.	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 20, item 10, and PROJECTS , page 14, item 53.	Destroy in office 5 years after expiration or cancellation.	
11.	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
12.	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.† Agency Policy: Destroy in office after _____	
13.	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
14.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
16.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
17.	CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by citizens requesting action as well as routine requests for service. 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 44, item 4.	a) Transfer records as applicable to LITIGATION CASE RECORDS , page 47, item 16. b) Destroy in office comments, 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
18.	CITIZEN REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that citizens may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<p>CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.</p>	<p>Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____</p>	
20.	<p>COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency.</p>	<p>Destroy in office when superseded or obsolete.</p>	<p>If data contains confidential information, abide by relevant restrictions.</p>
21.	<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 and business plans, as well as goals and objectives.</p>	<p>a) Retain in office comprehensive plans and strategic plans permanently. b) Destroy in office background surveys, studies, reports, and drafts 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office goals and mission statements when superseded or obsolete.</p>	
22.	<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. For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page 77.</p>	<p>a) Transfer correspondence (including e-mail) with historical value to HISTORY RECORDS, page 8, item 32, after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. c) Destroy in office remaining records after 3 years. <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
23.	<p>CUSTOMER CALL CENTER RECORDINGS Recordings of calls to customer service centers made for quality assurance and training purposes.</p>	Destroy in office after 30 days.	
24.	<p>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties. See also GRANTS, page 8, item 31, and SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE, page 40, item 15.</p>	<p>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.</p>	
25.	<p>EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.</p>	Destroy in office when superseded or obsolete.	
26.	<p>EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.</p>	<p>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.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<p>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS</p> <p>Records documenting maintenance, repair, and inspection of agency-owned facilities.</p> <p>See also CONTRACTS, LEASES, AND AGREEMENTS, page 45, item 7.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year.</p> <p>b) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years.</p>	
28.	<p>FORMS AND TEMPLATES</p> <p>Blank forms, templates, and letterhead used to create agency records.</p>	<p>Destroy in office when superseded or obsolete.</p>	
29.	<p>GOVERNING AND ADVISORY BODY MEMBER FILES</p> <p>Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers.</p> <p>See also APPLICATIONS FOR APPOINTMENT, page 2, item 5, and OATHS OF OFFICE, page 47, item 17.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments.</p> <p>c) Destroy in office remaining records 1 year after service ends.</p>	
30.	<p>GRANT PROPOSALS</p> <p>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 8, item 31.</p> <p>b) Destroy in office rejected or withdrawn grant proposals when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	<p>GRANTS</p> <p>Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes documentation about grants issued by the agency along with research records generated as part of a grant project.</p> <p>See also GRANTS: FINANCIAL, page 24, item 27.</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	<p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p>
32.	<p>HISTORY RECORDS (AGENCY AND EMPLOYEES)</p> <p>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.</p> <p>b) Destroy in office remaining records when reference value ends. †</p> <p>Agency Policy: Destroy in office after _____</p>	
33.	<p>IMPROPER CONDUCT INVESTIGATIONS</p> <p>Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.</p>	<p>Destroy in office 3 years after resolution.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	INDICES Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
35.	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 _____	
36.	INVENTORIES Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
37.	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 _____	
38.	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel. Includes routine notices, task lists, and arrangements.	Destroy in office after 1 year.	
39.	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.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40. 	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	Confidentiality: G.S. § 132-1.12 G.S. § 132-1.13
41.	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<p>MINUTES OF PUBLIC BODIES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the MICROFILM section on page 81 for instructions on microfilming.</p> <p>See also AGENDA AND MEETING PACKETS, page 1, item 4, and AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7. If there are other boards in the operational standard(s) or if the Workforce Development standard is included, add references to those boards here.</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body’s actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 143-318.10</p>
43.	<p>MINUTES (STAFF MEETINGS) 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>	
44.	<p>MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.</p>	<p>a) Destroy in office 1 year after expiration of license/permit.</p> <p>b) Destroy in office applications for which a license/permit was never issued when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 66-77</p>

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<p>NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules.</p> <p>See also AFFIDAVITS OF PUBLICATION, page 43, item 1, and PUBLICITY RECORDS, page 68, item 12.</p>	Destroy in office after 1 year.	
46.	 <p>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.</p>	<p>a) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to DISCIPLINARY ACTIONS, page 53, item 12, or LITIGATION CASE RECORDS, page 47, item 16.</p> <p>b) Destroy in office recordings not required to support known investigations or litigation after 30 days.</p> <p>c) Destroy in office remaining records after 1 year.</p>	Confidentiality: G.S. § 132-1.7
47.	<p>ORDINANCES Includes code of ordinances.</p> <p>See the MICROFILM section on page 81 for instructions on microfilming.</p>	<p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends.† Agency Policy: Destroy in office after _____</p>	
48.	<p>PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.</p>	Destroy in office after 3 years.*	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>POLICIES AND PROCEDURES</p> <p>Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 4, POLICIES AND PROCEDURES (PERSONNEL), page 61, item 31, and ELECTRONIC RECORDS POLICIES AND PROCEDURES, page 38, item 7.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
50.	<p>POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV)</p> <p>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p>	<p>Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.</p>	<p>Authority: G.S. § 163 Art. 15A G.S. § 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205</p>
51.	<p>PRICE QUOTATIONS</p>	<p>Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____.</p>	
52.	<p>PROCLAMATIONS AND ORDERS</p> <p>Proclamations and orders issued by the governing board.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
53.	<p>PROJECTS Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation.</p> <p>See also PROJECT DOCUMENTATION, page 39, item 11.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p>	
54.	<p>PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps.</p>	Destroy in office when superseded or obsolete.	
55.	<p>RATE AND FEE SCHEDULES Records relating to rates, fees, and regulations concerning agency services.</p>	Destroy in office when superseded or obsolete.	
56.	<p>RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.</p>	<p>a) Retain in office documentation concerning the final disposition of records permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	<p>REFERENCE (READING) FILE</p> <p>Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.</p>	<p>Destroy in office when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	
58.	<p>REPORTS AND STUDIES</p> <p>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 4, and COMPREHENSIVE PLAN, page 5, item 21.</p>	<p>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>b) Retain in office permanently reports and studies prepared by request of an agency’s governing body or a court.</p> <p>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>f) Destroy in office remaining reports and studies when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
59.	<p>REQUESTS FOR INFORMATION Requests received and responses issued by the agency.</p> <p>See also PUBLIC RECORDS REQUESTS, page 68, item 11.</p>	Destroy in office after 1 year after resolution.	
60.	<p>REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency.</p> <p>See also BIDS FOR PURCHASE, page 20, item 10, and PRICE QUOTATIONS, page 13, item 51.</p>	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
61.	<p>RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the MICROFILM section on page 81 for instructions on microfilming.</p>	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.† Agency Policy: Destroy in office after _____	
62.	<p>SURPLUS PROPERTY Inventories and reports of agency property to be surplus.</p>	Destroy in office 3 years after disposition of property.*	
63.	<p>TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.</p>	Destroy in office 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
64.	<p>TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries.</p> <p>See also TRAVEL REIMBURSEMENTS, page 28, item 45, and PRICE QUOTATIONS, page 13, item 51.</p>	Destroy in office after 1 year.*	
65.	<p>VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet.</p> <p>See also VEHICLE TITLES, page 48, item 22.</p>	Destroy in office when superseded.	
66.	<p>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.</p>	<p>a) Destroy in office 1 year after work is completed.*</p> <p>b) If this is the only record documenting completed work, follow disposition instructions for FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 7, item 27, or EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 6, item 24.</p>	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS
 Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

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

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	Destroy in office 3 years after payment.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts.	Destroy in office 3 years after collection.*	
3.	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	

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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 21, item 16.</p>	<p>a) Retain in office records with historical value permanently. 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>	<p>Authority: G.S. § 159-11</p>
5.	<p>ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.</p>	<p>Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*</p>	<p>Authority: 26 CFR 1.148-3</p>
6.	<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 8.</p>	<p>a) Retain in office reports permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*</p>	<p>Authority: G.S. § 159-34</p>
7.	<p>AUTHORIZATION FORMS Authorization to purchase materials.</p>	<p>Destroy in office after 3 years.*</p>	
8.	<p>BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.</p>	<p>Destroy in office after 3 years.*</p>	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction.</p> <p>See also ACCOUNTS RECEIVABLE, page 18, item 2.</p>	Destroy in office all records after the disposition of property has been recorded in governing board’s minutes.*	Authority: G.S. § 153A-176
10.	<p>BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.</p>	<p>a) Transfer records to CONTRACTS, LEASES, AND AGREEMENTS, page 45, item 7 when bid is approved.</p> <p>b) Destroy in office bid records not awarded or opened after 1 year.*</p>	Authority: G.S. § 143 Article 8
11.	<p>BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.</p>	Destroy in office 3 years after entire issuance has been satisfied.*	Authority: G.S. § 159 Article 7
12.	<p>BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.</p>	Retain in office permanently.	Authority: G.S. § 159-130
13.	<p>BONDS, NOTES, AND COUPONS</p>	Destroy in office 1 year from date of payment.	Authority: G.S. § 159-139

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence, and other related records.	Destroy in office after 2 years.*	
15.	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
16.	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. See also ANNUAL BUDGET , page 19, item 4.	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
17.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. § 159-10
18.	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.† Agency Policy: Destroy in office after _____	Authority: G.S. § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S. § 159-15

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
20.	 CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignation of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. § 132-1.2(2)
21.	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. See also FUND DRIVE AND EVENT RECORDS , page 67, item 6.	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
22.	 ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 14-113.20
23.	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer’s office. For more information, see the State Treasurer’s memo, “Annual Reporting of Unclaimed Property.”	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. § 116B-60 Retention: G.S. § 116B-73

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
25.	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits.	
26.	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<p>GRANTS: FINANCIAL Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.</p> <p>See also GRANTS, page 8, item 31.</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	<p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p>
28.	<p>INVESTMENTS Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.</p>	<p>a) Destroy in office transaction schedules after 2 years.*</p> <p>b) Destroy in office performance investment reports when reference value ends.</p> <p>c) Destroy in office all remaining records after 3 years.*</p>	<p>Authority: G.S. § 159-30</p>

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
30.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. § 159-33
31.	LONGEVITY PAY	Destroy in office after 3 years.*	
32.	 PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. § 132-1.2(2) G.S. § 132-1.10(b)(5)
33.	 PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. See also TIME SHEETS, CARDS, AND ATTENDANCE RECORDS , page 28, item 44.	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 3 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 516.5(a) 29 CFR 1627.3(a)

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34. 	<p>PAYROLL DEDUCTION RECORDS</p> <p>Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).</p>	<p>a) Destroy in office tax withholding forms 4 years after termination of deduction.*</p> <p>b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction.</p> <p>c) Destroy in office remaining records 3 years after termination of deduction.*</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: IRS Publication 15 29 CFR 516.6(c)(1)</p>
35.	<p>POWELL BILL RECORDS</p> <p>Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.</p>	Destroy in office after 3 years.	
36.	<p>PURCHASE ORDERS</p> <p>Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services.</p> <p>See also GRANTS: FINANCIAL, page 24, item 27.</p>	<p>Destroy in office after 3 years.*</p> <p><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></p>	
37.	<p>QUALIFIED PRODUCTS LISTS (QPL)</p> <p>Records identifying products approved for purchase by the agency.</p>	Destroy in office 3 years after superseded or obsolete.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38.	<p>REQUISITIONS Requests for payment or to acquire goods or services.</p> <p>See also INVENTORIES, page 9, item 36.</p>	Destroy in office after 1 year.*	
39.	<p>SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.</p>	<p>a) Destroy in office after 3 years records documenting the awarding of scholarships.</p> <p>b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.</p>	
40.	<p>SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.</p>	Destroy in office after 3 years.*	
41.	<p>STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.</p>	Destroy in office 3 years after payment.*	

2

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42. 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 4 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: IRS Publication 15
43.	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
44.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. See also PAYROLL AND EARNINGS RECORDS , page 25, item 33.	Destroy in office after 2 years.*	Retention: 29 CFR 516.6(a)(1)
45.	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. See also GRANTS: FINANCIAL , page 24, item 27, and TRAVEL REQUESTS , page 17, item 64.	Destroy in office after 3 years.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
46. 	VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS
 Official records received and created by agency geographic information system programs. See G.S. § 132-10 for information about providing public access to GIS databases.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA</p> <p>Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.</p>	<p>Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently.</p> <p><i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council (http://www.ncgicc.com/).</i> <i>See also GEOSPATIAL RECORDS, page 79.</i></p>	
2.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)</p> <p>Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.</p>	<p>Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).</p>	
3.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES</p> <p>Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</p>	<p>Retain in office permanently.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
5.	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
6.	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<p>LAYERS: ADDRESS POINTS</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
8.	<p>LAYERS: CORPORATE LIMITS</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>LAYERS: EXTRATERRITORIAL JURISDICTIONS</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
10.	<p>LAYERS: ORTHOIMAGERY</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Create a snapshot of dataset when created. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>LAYERS: STREET CENTERLINE</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
12.	<p>MAPPING PROJECT RECORDS</p> <p>Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p>MAPS: PARCEL</p> <p>Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures.</p> <p>See also GEOSPATIAL RECORDS, page 79, and PROPERTY MANAGEMENT RECORDS, page 14, item 54.</p>	<p>Paper: Destroy in office upon State Archives approval.</p> <p>GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
14.	<p>MAPS: PARKS</p> <p>Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page 79.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>MAPS: ALL OTHER Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.</p>	<p>a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently.</p> <p>b) Destroy in office remaining items when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	


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STANDARD 4: 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 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	<p>AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.</p>	<p>a) Destroy in office after 1 year fixity check documentation. b) Destroy in office remaining records after disposition of record.*</p>	Confidentiality: G.S. § 132-6.1(c)
2.	<p>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.</p>	Destroy in office after 1 year.	
3.	<p>DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.</p>	Destroy in office 3 years after system is discontinued and/or replaced.	

4

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>DATA MIGRATION RECORDS Technical records documenting data migrations.</p> <p><i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i></p>	Destroy in office 1 year after completion of data migration.	
5.	<p>DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution.</p>	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
6.	<p>DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records.</p> <p>See Request for Disposal of Original Records Duplicated by Electronic Means, page 87.</p>	<p>Destroy in office 10 days after digitization.</p> <p><i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i></p>	
7.	 <p>ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.</p>	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.7(b) G.S. § 132-6.1(c)
8.	<p>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.</p>	Destroy in office 1 year after work is completed.	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	<p>NETWORK AND SYSTEM SECURITY RECORDS Records documenting the security of network and system. Includes records concerning firewalls, anti-virus programs, and intruder scanning logs.</p>	<p>a) Destroy in office finalized cyber incident reports 5 years after resolution.</p> <p>b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems.</p> <p>c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.</p>	Confidentiality: G.S. § 132-6.1(c)
10. 	<p>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.</p>	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-6.1(c)
11.	<p>PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records.</p> <p>See also PROJECTS, page 14, item 53.</p>	<p>a) Retain in office permanently records with historical value.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS</p> <p>Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.</p>	Destroy in office 1 year after software is superseded or obsolete.	
13.	<p>SYSTEM ACCESS RECORDS</p> <p>Records documenting access requests and authorizations, system access logs, and other related records.</p>	Destroy in office 1 year after superseded or obsolete.	
14.	 <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)
15.	<p>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</p> <p>Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.</p> <p>See also EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 6, item 24.</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>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office’s established, regular backup plan and procedures.†</p> <p>Agency Policy: Destroy in office after _____</p>	
17.	<p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	
18.	<p>VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS</p> <p>Records concerning line registrations, calls logs, and voicemail records.</p>	<p>a) Destroy in office records concerning line registration when superseded or obsolete.</p> <p>b) Destroy in office call logs after 1 year.</p> <p>c) Destroy in office voicemail records after 30 days.</p>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<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 69, item 15.</p>	<p>Destroy in office when superseded or obsolete.</p>	

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STANDARD 5: LEGAL RECORDS
 Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. § 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

ITEM #	STANDARD 5: 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 12, item 45.</p>	<p>a) Retain in office permanently if record provides sole evidence of publication.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	<p>Authority: G.S. § 1-600</p>
2.	<p>AUTHENTICATIONS Certificates of authentication issued by the agency.</p>	<p>Retain in office permanently.</p>	
3.	<p>CIVIL RIGHTS CASE RECORDS Records concerning discrimination complaints by employees or former employees and requests for reasonable accommodation. Includes equal opportunity (EO) complaints.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p>	<p>Destroy in office 1 year after final disposition of the charge or the action.*</p> <p><i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as “the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated.”</i></p>	<p>Retention: 29 CFR 1602.14 29 CFR 1602.31</p>

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>CIVIL RIGHTS RECORDS Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</p> <p>See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 4, item 17, CIVIL RIGHTS CASE RECORDS, page 43, item 3, and POLICIES AND PROCEDURES (PERSONNEL), page 61, item 31.</p>	Destroy in office 3 years after superseded or obsolete.	<p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30 29 CFR 1602.32</p>
5.	<p>CONDEMNATION RECORDS Settled and pending condemnation cases.</p> <p>See also ACCOUNTS PAYABLE, page 18, item 1 for disposition of financial records.</p>	Retain in office permanently.	
6.	<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>	Destroy in office 1 year after completion of term or separation.	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<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 SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, page 40, item 12.</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 and business associate agreements 6 years after completion, termination, or expiration.*</p> <p>d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.*</p> <p>e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</p>	<p>Retention: G.S. § 1-47(2) G.S. § 1-50(a)(5) 45 CFR 164.316 G.S. § 1-52</p>
8.	<p>DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.</p>	<p>Retain in office permanently.</p>	
9.	<p>DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	
10.	<p>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency.</p> <p>See also ACCOUNTS PAYABLE, page 18, item 1 for disposition of financial records.</p>	<p>Destroy in office 10 years after expiration of agreement.</p>	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private citizens to encroach upon agency property.	
12.	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
13.	 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 77.	Confidentiality: G.S. § 132-1.1(a)
14.	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
15.	 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 46, item 14.	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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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16. 	LITIGATION CASE RECORDS Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Retain in office cases having precedential or historical value permanently. b) Destroy in office adjudicated cases 6 years after final disposition. c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.	Confidentiality: G.S. § 132-1.1(a) G.S. § 132-1.9
17.	OATHS OF OFFICE See also GOVERNING AND ADVISORY BODY MEMBER FILES , page 7, item 29.	Transfer official copy of oath of office to the Clerk to the Board. <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)
18.	PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.	a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.	
19.	PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.	Destroy in office 3 years after trial.	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	<p>REASONABLE ACCOMMODATIONS Records concerning agency efforts to provide reasonable accommodations to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964. Includes constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, and resolutions.</p> <p>See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 4, item 17, and CIVIL RIGHTS CASE RECORDS, page 43, item 3.</p>	Destroy in office after 2 years.*	Authority: 42 USC 12132
21.	<p>RELEASE FORMS Records documenting consent and waiving the individual’s right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.</p>	Destroy in office 5 years after termination of release/waiver.	
22.	<p>VEHICLE TITLES Titles of agency owned vehicles.</p>	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 6: 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. § 115C Article 21A (LEAs), G.S. § 122C-158 (area authorities), G.S. § 130A-45.9 (public health authorities), G.S. § 153A-98 (county), G.S. § 160A-168 (municipal), G.S. § 161E-257.2 (public hospitals), and G.S. § 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITIONS	Destroy in office after 1 year.	
2.	 <p>ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel.</p> <p>See also DISCIPLINARY ACTIONS, page 53, item 12.</p>	<p>a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation.</p> <p>b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court.</p> <p>c) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3. 	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 60, item 29. b) Destroy in office after 2 years unsolicited application materials from individuals hired. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31
4.	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5. 	<p>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.</p> <p>See also EMPLOYMENT SELECTION RECORDS, page 55, item 17.</p>	Destroy in office after 2 years.	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)</p>
6.	<p>ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos.</p> <p>See also BLOODBORNE PATHOGEN TRAINING, page 52, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, item 21.</p>	<p>a) Destroy in office employee-specific records 1 year after separation.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	Retention: 29 CFR 1910.1001(m)(4)
7.	<p>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).</p>	<p>a) Destroy in office approved claims forms after 2 years.*</p> <p>b) Destroy in office rejected requests 6 months after decision.</p> <p>c) Destroy in office notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave 3 years after employee returns or eligibility expires.</p> <p>d) Destroy in office remaining records 1 year after plan is terminated.</p>	Retention: 29 CFR 1627.3(b)(2)

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.</p> <p>See also ASBESTOS TRAINING, page 51, item 6, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, item 21.</p>	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
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 50, item 3.</p>	<p>a) Destroy in office certificates 5 years after date of separation.</p> <p>b) Destroy in office instructional materials, assessments, and other related records when superseded or obsolete.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p>
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.	

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.</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 3 years.</p>	
12.	<p>DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p> <p>b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	<p>Authority: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p> <p>Subject to the public information provision delineated in the above authorities.</p>
13.	<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.</p> <p>b) Destroy in office denied requests and related records after 6 months.</p>	



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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14. 	<p>EDUCATIONAL LEAVE AND REIMBURSEMENT</p> <p>Includes records requesting educational leave and tuition assistance, reimbursements, and other related records.</p> <p>See also LEAVE RECORDS, page 57, item 24.</p>	<p>a) Transfer records documenting approved leave requests to PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p> <p>b) Destroy in office records concerning denied requests 6 months after denial.* Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>
15. 	<p>ELIGIBILITY RECORDS</p> <p>Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.</p>	<p>a) I-9 forms have mandatory retention throughout the duration of an individual’s employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.</p> <p>b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor.</p> <p>c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation.</p> <p>d) Destroy in office remaining records 1 year after employee separation.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 8 USC 1324a(b)(3)</p>
16. 	<p>EMPLOYEE ASSISTANCE PROGRAMS</p> <p>Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.</p>	<p>Destroy in office after 3 years.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>



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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17. 	EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records. See also APPLICATIONS FOR EMPLOYMENT , page 50, item 3, and APTITUDE AND SKILLS TESTING RECORDS , page 51, item 5.	a) Destroy in office background and criminal history checks after 5 years. b) Destroy in office remaining records 2 years after hiring decision.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)
18. 	EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.	Destroy in office after 1 year.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
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 57, item 24.</p>	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 825.500(b)
20. 	<p>GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition.</p> <p>See also DISCIPLINARY ACTIONS, page 53, item 12, and PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p>	Destroy in office after 2 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
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 51, item 6, and BLOODBORNE PATHOGEN TRAINING, page 52, item 8.</p>	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
22.	<p>INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.</p>	Destroy in office after 2 years.	
23.	<p>LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.</p>	Retain in office permanently.	
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 54, item 14, FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, page 56, item 19, and MILITARY LEAVE, page 58, item 26.</p>	<p>a) Destroy in office denied requests after 6 months.</p> <p>b) Destroy in office approved requests 3 years after return of employee or termination of employment.*</p>	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
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 30 years after date of exposure.*</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 after 1 year records concerning physical examinations or health certificates.</p> <p>e) Destroy in office remaining records 30 years after employee separation.</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 65, item 50.</i></p>	<p>Authority: 29 CFR 1910.1020(e)</p> <p>Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii)</p> <p>Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)</p>
26.	<p>MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).</p> <p>See also LEAVE RECORDS, page 57, item 24.</p>	<p>Destroy in office 3 years after leave ends or employee separates from agency.*</p>	<p>Authority: 5 CFR 1208</p>



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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27. 	<p>PERFORMANCE REVIEWS 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 60, item 29.</p>	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
28.	<p>PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.</p>	Transfer records to PERSONNEL RECORDS (OFFICIAL COPY) , page 60, item 29.	Subject to the public information provision delineated in relevant General Statutes.


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29. 	<p>PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary 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.</p> <p>Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file.</p> <p>See also MEDICAL RECORDS, page 58, item 25.</p>	<p>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.</p> <p>b) Destroy in office information necessary to verify benefits 30 years after date of separation.</p> <p>c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.</p>	Authority/ Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
30. 	<p>PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p> <p>b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1


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

† 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.

ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
32.	 POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 801.30
33.	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 61, item 34.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
34.	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 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
36.	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)
37.	RETIREMENT RECORDS Includes plans and related records outlining the terms of employee pension and other deferred compensation plans.	a) Destroy in office records documenting deferred compensation 3 years after payment.* b) Destroy in office descriptive information about retirements plans 1 year after plan is terminated. c) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* d) Transfer Local Governmental Employees' Retirement System (LGERs) forms to Department of State Treasurer. e) Transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY) , page 60, item 29.	Retention: 29 CFR 1627.3(b)(2)
38.	 SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits.	Destroy in office 5 years after date of separation.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<p>SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity.</p>	<p>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.</p>	
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. See also PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p>	<p>Destroy in office 2 years from date of record creation or the personnel action involved.</p>	
41.	<p>SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.</p>	<p>Destroy in office after 1 year.</p>	
42.	<p>TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. See also CONFERENCES AND WORKSHOPS, page 67, item 4, and EDUCATIONAL LEAVE AND REIMBURSEMENT, page 54, item 14. Other required trainings are handled in ASBESTOS TRAINING, page 51, item 6, BLOODBORNE PATHOGEN TRAINING, page 52, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, item 21.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29, if such training and testing is required for the position held or could affect career advancement. b) Destroy in office remaining records after 1 year.</p>	<p>Retention: 29 CFR 1627.3(b)(1)(iv)</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43. 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
44.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 3 years.*	
45.	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
46.	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.	
47.	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	
48.	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>WORKERS' COMPENSATION PROGRAM ADMINISTRATION</p> <p>Includes program policies, guidelines, and related administrative documentation.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
50.	 <p>WORKERS' COMPENSATION PROGRAM CLAIMS</p> <p>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.</p> <p><i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. § 97-92(a).</i></p>	<p>Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.</p>	<p>Confidentiality: G.S. § 8-53 G.S. § 97-92(b)</p>

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STANDARD 7: PUBLIC RELATIONS RECORDS
Official records and materials created and accumulated by internal public relations programs operated by the agency.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
2.	<p>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 7, and OFFICE SECURITY RECORDS, page 12, item 46.</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>	
3.	<p>COMMUNITY AWARDS Records concerning awards by the agency recognizing community contributions.</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>	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<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 63, item 42.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
5.	<p>EDUCATIONAL MATERIALS Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.</p>	<p>Destroy in office when superseded or obsolete.</p>	
6.	<p>FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs.</p> <p>See also DONATIONS AND SOLICITATIONS, page 22, item 21.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
7.	<p>INVITATIONS Invitations sent and received concerning agency and external functions.</p>	<p>Destroy in office after event occurs.</p>	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	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 _____	
9.	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
10.	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.	
11.	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication fo response; the documents that are responsive to public records requests should be handled acording to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
12.	PUBLICITY RECORDS Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	SOCIAL MEDIA	See APPENDIX (page 78) for guidance in handling social media.	
14.	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	
15.	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. See also WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE , page 42, item 19.	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	

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STANDARD 8: RISK MANAGEMENT RECORDS
 Official records created and accumulated to manage risks in the agency.

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</p> <p>See also WORKERS' COMPENSATION PROGRAM CLAIMS, page 65, item 50.</p>	<p>a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS, page 65, item 50.</p> <p>b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*</p> <p>c) Destroy in office adult non-employee 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>	
2.	ASBESTOS MANAGEMENT PLAN	<p>a) Destroy in office 1 year after building is demolished.</p> <p>b) If building is sold, transfer records to new owner.</p>	Retention: 29 CFR 1910.1001(j)(3)(ii)
3.	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. § 166A-19.22

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
5.	DISASTER RECOVERY Administrative records documenting recovery efforts.	a) Retain in office permanently records documenting major agency disaster recovery efforts b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
6.	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
7.	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees.	Destroy in office when superseded or obsolete.	
8.	FIRE, HEALTH, AND SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	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
10.	HAZARDOUS MATERIALS MANAGEMENT Records related to hazardous materials and hazard mitigation plans.	a) Destroy in office after 30 years records related to hazardous materials, including biowaste. b) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. c) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.	
11.	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
12.	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.	

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	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 2 years.*	
14.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
15.	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

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STANDARD 9: WORKFORCE DEVELOPMENT RECORDS
 Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

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

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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 86) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

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

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



Destructions Log

Agency			
Division	Section		Branch
Location(s) of Records			

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			

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](#)) 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 (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina’s **Human-Readable Preservation Duplicate Policy** (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 Natural and Cultural Resources.

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

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

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

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

Q. What are the guidelines regarding the creation and handling of electronic public records?

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

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 1 year (see **LEAVE RECORDS**, page 57, item 24).

GEOSPATIAL RECORDS

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

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

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

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

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

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

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

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

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <http://www.ncgicc.com/>

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

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

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

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.

Alternately, 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) 814-6900, 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) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 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
 - Digital communications

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

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

Q. Are workshops offered only in Raleigh?

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

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, electronic records, and scanning.



Request for Change in Local Government Records Schedule

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

AGENCY INFORMATION

Requestor name _____

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

Phone and email _____

Mailing Address _____

CHANGE REQUESTED

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

Add a new item

Delete an existing item

Standard Number _____ Page _____ Item Number _____

Change a retention period

Standard Number _____ Page _____ Item Number _____

Title of Records Series in Schedule or Proposed Title: _____

Inclusive Dates of Records: _____

Proposed Retention Period: _____

Description of Records: _____

Justification for Change: _____

Requested by: _____

Signature

Title

Date

Approved by: _____

Signature

Requestor's Supervisor

Date



Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

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

Phone and email

Mailing Address

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 administrative, fiscal, historical, or legal purposes.

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

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator State Archives of North Carolina Date



Request for Disposal of Original Records Duplicated by Electronic Means

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

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

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

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

Requested by: _____

Signature

Title

Date

Approved by: _____

Signature

Requestor's Supervisor

Date

Concurred by: _____

Signature

Assistant Records Administrator
State Archives of North Carolina

Date

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Resolution in Support of the Current ABC Control System for the Sale of Liquor

WHEREAS, the citizens of the City of Eden voted to permit the sale of liquor through the establishment of an ABC Board, which is a part of the North Carolina's control system for the sale of spirituous liquors;

WHEREAS, North Carolina is a "control" state and private retail liquor stores are prohibited;

WHEREAS, the General Assembly's nonpartisan Program Evaluation Division (PED) was directed to examine whether other systems for alcohol beverage control, including privatized systems, are appropriate for North Carolina, specially to include the State of Washington, which recently changed its beverage control system from state government control of wholesale and retail control of spirituous liquor to a licensure model;

WHEREAS, The PED Report, "Changing How North Carolina Controls Liquor Sales Has Operational, Regulatory, and Financial Ramifications", released on February 11, 2019, (1) did not recommend privatization, (2) found that among the southeastern states, NC collects the most revenue per gallon, has the lowest outlet density and has the second lowest per capita consumption; and (3) the PED expects retail liquor consumption to increase by 20% with privatization.

WHEREAS, for fiscal year ending 2018, local ABC boards distributed \$430,635,861: County-City Distributions \$80 million; State General Fund \$323 million; Local Alcohol Education/Treatment \$13 million; Local Law Enforcement \$8.8 million; Rehabilitation Services \$5 million; Operation of ABC Commission/Warehouse \$17.7 million.

WHEREAS, North Carolina is unique as it allows communities to vote to establish local ABC boards for the sale of liquor in their communities, with liquor profits distributed back to those communities, thereby reducing the need to increase local property taxes.

WHEREAS, the citizens of the City of Eden, in voting to permit the operation of ABC stores, did not vote to allow spirits to be sold in private retail liquor stores and did not vote to allow spirits to be sold retail outlets where beer and wine are sold;

WHEREAS, No State funds are spent to distribute or sell liquor as the state and local operation of the ABC system is receipt supported;

WHEREAS, Of the 50 states, North Carolina ranks 44th lowest in consumption per capita and 7th highest in revenue per capita and NC's ABC system accomplishes both revenue and public health, welfare and safety objectives;

WHEREAS, when Washington State privatized its liquor system the number of retail outlets increased from 328 to over 1400, hours of sale/week increased from 73 to 140 hours, and Washington State received only \$30.75 million from auctioning off the rights to apply for retail spirits permits at 167 stores;

WHEREAS, privatization will result in a marked increase in the number of outlets, longer hours of sale, greater advertising and more promotion and significantly more consumption; and the 9,000 outlets in NC that sell beer/wine off-premises could be permitted to sell liquor in a privatized system;

WHEREAS, local revenue from ABC stores operations is important to the City of Eden;

WHEREAS, local control over the sale of liquor is an important function.

NOW THEREFORE, BE IT RESOLVED:

That the City of Eden desires to retain North Carolina's current control system for the sale of liquor and believes that privatization of liquor will lead to many adverse effects.

This the 19th day of March, 2019.

By:

Neville Hall
Mayor

Attest:

Deanna Hunt
City Clerk

**NORTH CAROLINA
ROCKINGHAM COUNTY**

This Contract is entered into the 1st day of July, 2019 by and between **ROCKINGHAM COUNTY**, a body politic existing under the laws of the State of North Carolina, hereinafter referred to as “**COUNTY**” and **CITY OF EDEN FIRE DEPARTMENT**, a non-profit corporation organized pursuant to the laws of the State of North Carolina, hereinafter referred to as “**CITY OF EDEN FIRE DEPARTMENT**”.

WITNESSETH:

WHEREAS, City Of Eden Fire District will be covered by the **CITY OF EDEN FIRE DEPARTMENT** which is located at 308 East Stadium Drive, Eden, North Carolina; and

WHEREAS, the Board of Commissioners of Rockingham County wishes to contract with **CITY OF EDEN FIRE DEPARTMENT**, to provide fire protection to the holdings and belongings of Rockingham County within the boundaries of the **EDEN CITY LIMITS** and to provide mutual aid assistance to those fire districts outside the boundaries of the **EDEN CITY LIMITS**, as requested by the mutual aid county departments, said contract being entered into pursuant to N.C. G.S. Section 153A-233; and,

WHEREAS, the **COUNTY** and the **CITY OF EDEN FIRE DEPARTMENT** have agreed to amend this contract by incorporating provisions of the Incident Command System (ICS) in managing emergency response and coordination.

NOW THEREFORE, in consideration of the mutual covenants and premises herein contained the parties hereto agree as follows:

1. This contract shall commence upon execution by both parties and continue until **June 30, 2022** and shall continue in force and effect unless earlier terminated by either party hereto upon 30 days written notice to the other party.
2. During the term of this contract the **CITY OF EDEN FIRE DEPARTMENT**, agrees to provide adequate fire protection within the boundaries of the **EDEN CITY LIMITS**.
3. The **CITY OF EDEN FIRE DEPARTMENT** has agreed to undertake to provide medical response services under the supervision of the Rockingham County Emergency Medical Services and in compliance with the medical response program, its rules and regulations, its training and certification requirements and its continuing education programs set forth by the Rockingham County Emergency Medical Services. The purpose of the department’s participation in the medical response program is to provide basic life support to the sick and injured until at which time being relieved by a support provider of equal or higher credential level.

Utilizing the National Incident Management System (NIMS), Rockingham County will employ the Incident Command System (ICS) in managing emergencies. The ICS is both a strategy and a set of organization arrangements for directing and controlling field operations from different agencies into a temporary emergency organization at an

incident site that can expand and contract with the magnitude of the incident and resources at hand.

Utilizing NIMS, the first public safety official (law enforcement, fire, emergency medical unit) to arrive on the scene of an emergency shall become the “incident commander” of the scene and shall be the official in charge of the scene until such time as the incident becomes resolved, command has been transferred to a command officer of equal or higher credentials, or until a senior official arrives on the scene and assumes command in compliance with NIMS Incident Command System standards.

Utilizing NIMS, the IC will establish an Incident Command Post (ICP) and provide an assessment of the situation to local officials, identify response resources required and direct the on-scene response from the ICP.

Rockingham County Emergency Medical Services shall be entitled to track the department’s personnel participating in the medical response program. The department shall abide by the rules and regulations, minimum training requirements, and certification and continuing education requirements so that department’s personnel meet all medical response criteria. Medical Response engaged in by the **CITY OF EDEN FIRE DEPARTMENT** is **Voluntary** in nature.

4. **CITY OF EDEN FIRE DEPARTMENT**, agrees that it will not assign this contract without obtaining the prior written permission of the County.
5. **CITY OF EDEN FIRE DEPARTMENT**, shall account for any County funds received for fire protection and shall expend all such funds as deemed necessary to provide adequate fire protection for the **EDEN CITY LIMITS**.
6. The **CITY OF EDEN FIRE DEPARTMENT** agrees to furnish the **COUNTY** with a copy of any audit that is performed in the previous year on the **CITY OF EDEN FIRE DEPARTMENT**. The audit should be turned in on an annual basis by June 30 of each year. If no such audit is performed on the **CITY OF EDEN FIRE DEPARTMENT**, it must furnish the **COUNTY** with a copy of its Form 990 in lieu of the audit.
7. The terms and provisions herein contained constitute the entire agreement by and between the county and **CITY OF EDEN FIRE DEPARTMENT**, and shall supersede all previous communications, representations or agreements either verbal or written between the parties hereto with respect to the subject matter hereof.
8. Compensation for this service shall be in the amount of **\$2,400.00** per year for Fire Protection in said district.
9. After the indicated ending date of this agreement, said agreement shall continue for a successive additional period of thirty (30) days or until the effective date of a subsequent contract to furnish fire protection and/or medical response to the tax district, whichever date is earlier.

IN WITNESS WHEREOF this instrument has been executed in duplicate originals, one of which is retained by each of the parties hereto.

ATTEST:

CITY OF EDEN

MAYOR

Date

ATTEST:

FIRE DEPARTMENT

FIRE DEPARTMENT CHIEF

Date

ATTEST:

ROCKINGHAM COUNTY

Keli Watkins, MMC/NCCCC
Clerk to the Board

A. Reece Pyrtle, Jr. Chairman
Board of Commissioners

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Patricia P. Galloway, Finance Officer **Date**

John Morris, County Attorney **Date**