



**Board of Commissioners
Agenda Packet**

November 15, 2021

Work Session-5:00 PM

Moyock Wastewater Treatment Plant

6:00 PM Call to Order

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

Public Comment

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Commissioner's Report**County Manager/County Attorney Reports****New Business**

- A) **Sole Source Resolution for Purchase of Consoles from Motorola Solutions**
- B) **Board Appointments**
 - 1. Planning Board
- C) **Consent Agenda**
 - 1. Budget Amendment
 - 2. Job Description Revisions
 - 3. Salary Classification Chart Revisions
 - 4. Adoption of the 2021 Local Government Agencies General Records Retention & Disposition Schedule
 - 5. Approval Of Minutes- 11/1/21 & SM 10/25/21

Closed Session

Closed Session pursuant to G.S. 143-318.11 (a) (6) to discuss personnel matters.

Adjourn



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3277)

Agenda Item Title: Moyock Wastewater Treatment Plant

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

County Engineer, Eric Weatherly providing an updated on the treatment plant operations.

Is this item regulated by plan, regulation or statute?

Manager Recommendation:



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3275)

Agenda Item Title: Sole Source Resolution for Purchase of Consoles from Motorola Solutions

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Discussion of 911 funding for the purchase of new dispatch consoles.

Is this item regulated by plan, regulation or statute?

Manager Recommendation:



COUNTY OF CURRITUCK

RESOLUTION AUTHORIZING THE PURCHASE OF DISPATCH CONSOLE OPERATOR POSITIONS FROM MOTOROLA SOLUTIONS, INC. THROUGH SOLE SOURCE PURCHASE PURSUANT TO N.C. GEN. STAT. §143-129(e)(6)

WHEREAS, N.C. Gen. Stat. §143-129(e)(6) authorizes a unit of local government to purchase apparatus, supplies, materials or equipment when standardization or compatibility is an overriding consideration; and

WHEREAS, proper functioning of the county's public safety radio system requires replacement dispatch console operator positions compatible with existing systems equipment; and

WHEREAS, as the sole and exclusive distributor of the MCC 7500E Dispatch Console in the State of North Carolina, Motorola Solutions, Inc. is the only entity capable of providing the county with dispatch console operator positions compatible with current public safety radio system equipment and operational systems; and

WHEREAS, the County has been using Motorola Solutions, Inc. to construct, develop and upgrade its system; and

WHEREAS, the County needs replacement dispatch consoles and Motorola Solutions, Inc. is supplier of compatible consoles; and

WHEREAS, Motorola Solutions, Inc. is supplying the County with seven (7) MCC 7500E dispatch console operator positions at a cost of \$425,487.90 and installation of seven (7) positions at a cost of \$310,223.55; and

WHEREAS, the total cost for the County for the purchase and installation is \$735,711.45.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for Currituck County, North Carolina as follows:

Section 1. The County of Currituck is authorized to enter into a contract in the amount of \$735,711.15 with Motorola Solutions, Inc. for the sole source purchase of MCC 7500E Dispatch

Console Operator Positions in accordance with the sole source provision requirements set forth by N.C. Gen. Stat. §143-129(e)(6). Further, the County Manager is authorized to execute the agreement with Motorola Solutions, Inc. for the acquisition apparatus, materials, and equipment acquisition described in this resolution and the proposed contract.

Section 2. This resolution shall be effective upon its adoption.

This the ____ day of _____ 2021.

ATTEST:

Michael H. Payment, Chairman
Board of Commissioners

Clerk to the Board of Commissioners

(COUNTY SEAL)

Attachment: Sole Source Resolution for Purchase of MCC7500E Consoles from Motorola Solutions_FY22 (Sole Source Resolution for Purchase



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3278)

Agenda Item Title: Planning Board

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Chairman Payment will submit an nominee to serve as his representative on the planning board. The member will fill an unexpired term ending 12/31/2022.

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

PLANNING BOARD
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Thomas Hurley	District 1		Bob White	April 5, 2021	Unexp Term 12/31/2022
Garry Owens	District 2		Selina Jarvis	April 5, 2021	1st Term 12/31/2022
Lynn Hicks	District 3	Resigned	Mike Payment	March 1, 2021	Unexp Term 12/31/2022
Bryan Bass	District 4		Paul Beaumont	April 5, 2021	1st Term 12/31/2022
Juanita Krause	District 5		J. Owen Etheridge	Dec. 2, 2019	1st Term 12/31/2021
C. Shay Ballance	At-Large		Kevin McCord	April 5, 2021	3rd Term 12/31/2022
David Doll	At-Large		Kitty Etheridge	Dec. 2, 2019	1st Term 12/31/2021
Must be Replaced					

Attachment: Planning Board Appointment Form (BAPPT_Planning Board)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3276)

Agenda Item Title: Budget Amendment

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Is this item regulated by plan, regulation or statute?

Manager Recommendation:

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
55818-594002	Coinjock Canal Redundancy	\$	35,000		
55390-495610	T F - Mainland Water System Dev Fees			\$	35,000
610818-587055	T T - Mainland Water Construction	\$	35,000		
610360-472000	Water System Developmental Fees			\$	35,000
		<u>\$</u>	<u>70,000</u>	<u>\$</u>	<u>70,000</u>

Explanation: Mainland Water Construction (55848); Mainland Water Developmental Fees (610818) - Increase appropriations for redundant water line at the Coinjock Canal. This will match the low bid from McPherson Enterprises Plumbing and Trenching Inc of \$258,366 and includes a 10% contingency for any additional permits or fees that may be required.

Net Budget Effect: Mainland Water Construction Fund (55) - Increased by \$35,000.
Mainland Water System Developmental Fees (610) - Increased by \$35,000.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)

Number 20220037

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit		Credit	
		<u>Decrease Revenue or Increase Expense</u>		<u>Increase Revenue or Decrease Expense</u>	
10390-499000	Donations - DSS		\$		32,285
10760-585000	Donations - DSS	\$	32,285		
		<u>\$</u>	<u>32,285</u>	<u>\$</u>	<u>32,285</u>

Explanation: Social Services County Assistance (10760) - Carry-forward DSS donations from prior fiscal years.

Net Budget Effect: Operating Fund (10) - Increased by \$32,285.

Minute Book # _____, Page # _____

Journal # _____

Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)

Number 20220038

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10775-516200	Vehicle Maintenance	1,500	
10775-553000	Dues & Subscriptions	300	
10775-561300	Instructor Fees		1,800
		<u>\$ 1,800</u>	<u>\$ 1,800</u>

Explanation: Senior Center (10775) - Transfer budgeted funds for unanticipated bus repair for the Title IIID program.

Net Budget Effect: Operating Fund (10) - No change.

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Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)

Number 20220039

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
26330-445000	911 Funding Grants		436,255
26535-590535	Capital Outlay - 911 Reconsideration Funds	436,255	
		<u>\$ 436,255</u>	<u>\$ 436,255</u>

Explanation: Emergency Telephone System Fund (26535) - Increase appropriations for funding allowed through the reconsideration process by the NC 911 Board for PSAP furniture, radios, CAD workstations and a UPS.

Net Budget Effect: Emergency Telephone System Fund (26) - Increased by \$436,255.

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Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)

Number 20220040

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10660-514800	Fees Paid to Officials		3,000
10660-516200	Vehicle Maintenance	3,000	
		<u>\$ 3,000</u>	<u>\$ 3,000</u>

Explanation: Community Development - Planning (10660) - Transfer budgeted funds for vehicle maintenance needed in the Planning department.

Net Budget Effect: Operating Fund (10) - No change.

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Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)

Number 20220041

BUDGET AMENDMENT

The Currituck County Board of Commissioners, at a meeting on the 15th of November 2021, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2022.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
10510-503500	Temporary Services	18,000	
10510-502000	Salaries		18,000
		<u>\$ 18,000</u>	<u>\$ 18,000</u>

Explanation: Sheriff (10510) - Transfer budgeted funds for temporary services in the Sheriff's department to cover position vacancies.

Net Budget Effect: Operating Fund (10) - No change.

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Clerk to the Board

Attachment: 2021.11.15 Budget Amendment (Budget Amendment)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3273)

Agenda Item Title: Job Description Revisions

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Multiple Departmental requests for revisions to job descriptions as submitted.

Potential Budget Affect: N/A

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: ASSISTANT PLANNING DIRECTOR

DEVELOPMENT SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, supervisory, and professional work in coordinating the planning and development activities for the ~~Planning & CD Department~~ Development Services Department. Work involves managing and participating in highly complex professional planning projects; overseeing specialized planning functions such as formulating master and subsidiary plans and the review of large-scale development proposals; ~~and~~ performing various data collection, evaluation of existing conditions and trends, and policy analysis that support long range planning. Work also involves serving as a technical advisor to the Director on matters relating to planning and development, and supervision of staff in the absence of the Director. Reports to the ~~Planning & CD Director~~ Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Organizes and manages the activities of professional, technical and support personnel engaged in complex planning projects; assists the Director with developing and establishing departmental goals, objectives, policies, and procedures.

Performs various supervisory tasks in overseeing and managing the activities of assigned personnel; instructs, assigns, and reviews work; assists and advises subordinates as necessary, resolving problems as non-routine situations arise; performs regular evaluations of personnel.

Advises the Director on all planning and development matters;

Serves as a department liaison and performs necessary functions in support of the Board of Commissioners, Planning Board, Board of Adjustment, and other county officials; provides assistance to other county departments, public agencies, and the public on complex planning-related matters.

Coordinates the development review process and provides assistance to the Technical Review Committee (TRC).

Administers the current planning process for items going to the Board of Commissioners and Planning Board.

ASSISTANT PLANNING DIRECTOR

~~Manages and~~ Participates in and manages long range planning projects as required by the Development Services Director, including comprehensive, land use, small area, and other topical or strategic plans.

Reviews and approves highly complex development proposals and permit applications to ensure compliance with county ordinances and state regulations; makes recommendations to elected and appointed boards.

Prepares and presents staff reports and recommendations to the Board of Commissioners and the Planning Board for development plans, subdivisions, special use permits, and zoning map amendments; reviews and prepares text amendments to the County's Unified Development Ordinance.

Develops and recommends land use policies; drafts, reviews, and amends ordinances; monitors and ensures compliance with local, state, and federal laws.

Assists in the preparation of departmental work plans and budgets; evaluates operations and activities of assigned responsibilities; and prepares and reviews reports, contracts, and agreements.

Serves as acting ~~Planning and CD Director~~ Development Services Director in his or her absence.

ADDITIONAL JOB FUNCTIONS

Attends frequent meetings during evening or non-typical work hours as required by the ~~Planning & CD Director~~ Development Services Director.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in planning, geography, or a related field; at least five years of progressively responsible experience in the planning profession; AICP Certification and project management experience preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

ASSISTANT PLANNING DIRECTOR

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, engineering and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, integral calculus, differential calculus and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and objectives of land use planning, including zoning and subdivision control.

Thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

Considerable knowledge of the principles and practices of engineering and physical design as generally related to planning and development.

ASSISTANT PLANNING DIRECTOR

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of state and local ordinances and codes, the Unified Development Ordinance, FEMA regulations, and CAMA regulations.

Considerable knowledge of the current literature, trends, and development in the field of planning.

Knowledge of the principles of supervision, organization, and administration.

Skilled in the collection, analysis and presentation of technical data and planning recommendations; strong analytical skills to interpret research data for reports.

Ability to interpret and review subdivision plans, site plans, maps, surveys, engineering drawings, and related drawings.

Ability to use Munis permitting, ArcMap GIS technologies, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to plan, assign and supervise the activities of professional, technical and support personnel.

Ability to manage multiple high-priority assignments and meet firm deadlines.

Ability to explain planning theory, policy, and practices to lay people individually or in groups.

Ability to effectively express ideas orally and in writing; and to exercise tact, courtesy and firmness with government officials, design professionals, developers, contractors, and the general public.

Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~6/1/2015~~ 11/15/2021 (REV BOC)

Attachment: Assistant Planning Director 11 15 2021 (Job Description Revisions-Variou



CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: ASSISTANT PROMO AND EVENTS COORDINATOR
GRADE: 54**

GENERAL STATEMENT OF JOB

Under supervision of the Promo and Events Coordinator, assists in the planning and promoting of events and meetings for Currituck County to increase travel and tourism in the destination. This position requires a familiarity with standard concepts, practices, and procedures within the field. Assists with the collection of data and tracking the effectiveness of events and meetings. Performs a variety of other tasks and uses a wide degree of creativity. Reports to the Promo and Events Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Assists in the planning and promoting of events and meetings for Currituck County in Corolla and on the Mainland.
- Uses initiative and creativity to assist in the planning and promotion of new events that increase travel and tourism to the area.
- Responsible for distribution and collection of event/wedding applications.
- Responsible for notifications to event/wedding holders as to application status.
- Responsible for maintaining a current database of all events/weddings.
- Assists Promo and Events Coordinator with contract creation.
- Responsible for Event Assistance and Event Grant application maintenance and and notifications.
- Assists in securing vendors and collecting vendor contracts for Travel & Tourism events.
- Attends events to assist Promo and Events Coordinator.
- Maintains a well-informed, working knowledge of the attractions and services available in the area to visitors.
- Maintains a cohesive working relationship with all other Department personnel to ensure a unified and effective promotional effort.
- Attends industry conferences and seminars as requested.
- Attends local events, meetings and tradeshow as a representative of the Travel and Tourism as requested.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by the Director of Travel & Tourism.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from a four-year college or university with a major in marketing, advertising, communications, tourism, business management or a related degree is preferred; some experience in marketing, event planning, advertising, customer service, and/or public relations experience is required. Solid knowledge of computer applications with demonstrated proficiency in word processing (MS Word), PowerPoint, and spreadsheet applications (EXCEL).

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, cameras, etc. Must be physically able to operate a motor vehicle. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to clients and supporting personnel.

Language Ability: Requires the ability to read a variety of reports, correspondence. Requires the ability to prepare a variety of correspondence, reports, forms, budgets, studies, projects, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting, engineering, legal, and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the methods and techniques used in marketing and promotion for travel and tourism.

Considerable knowledge of the available resources and geography of the County.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness when in contact the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 11/15/2021 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: BUILDING INSPECTOR (I, II, III) ~~PLANNING & COMMUNITY DEVELOPMENT SERVICES DEPARTMENT~~

GENERAL STATEMENT OF JOB

Under general supervision, performs supervisory and skilled inspection work for the County ~~Planning & Community Development Services~~ Department in securing compliance with established codes governing the following areas of the North Carolina Building, Electrical, Mechanical, Plumbing, Energy, Accessibility, Existing Building and Fire Codes. Work involves inspection, interpreting, enforcing rules and regulations relating to the construction of residential and commercial construction, renovations, additions, mobile homes, and existing buildings. Employee is also responsible for performing fire inspections on new and existing structures within the county. Work also involves preparing and maintaining inspection reports and records, assisting the general public with inquiries pertaining to building codes and permit procedures, reviewing plans, issuing permits, assisting with zoning and CAMA regulations and serves as a member of the storm damage assessment team. Reports to the Chief Building Inspector.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Inspects buildings in the process of construction, alteration, or repair for compliance with the NC Building Code requirements; reviews and approves building plans and specifications for code compliance and proper installation. Investigates complaints concerning buildings that may not comply with the building code, state, and local regulations. Follows general construction safety practices in performance of their job duties.

Inspects new and existing facilities for compliance with the NC Electrical Code requirements; reviews and approves electrical plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the electrical code.

Inspects new and existing facilities for compliance with the NC Mechanical and Fuel Gas Codes requirements; reviews and approves mechanical and fuel gas plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the mechanical and fuel gas codes.

Inspects new and existing facilities for compliance with the NC Plumbing Code requirements; reviews and approves plumbing plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the plumbing code.

BUILDING INSPECTOR (I, II, III)

Inspects new and existing facilities for compliance with the NC Fire Code requirements; reviews building, fire alarm, sprinkler plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the fire code.

Inspects new and existing facilities for compliance with the NC Accessibility Code requirements; reviews and approves building plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the accessibility code. Conducts yearly ADA accessibility assessments of county buildings for conformance with the American Disability Act.

Performs state required Fire Marshal safety inspections for commercial occupancies throughout the county based on inspection schedule provided by the NC State Fire Code.

When required issues Certificate of Compliance, Certificate of Occupancy and Temporary Certificate of Occupancy for work that has conformed to code requirements.

Inspects new and existing residences, businesses, schools, and other buildings for conformance with safety standards, zoning codes and ordinances; inspects mobile homes manufactured homes; issues inspection certificates for approved installation; informs public concerning code regulations. Provides educational information for contractors and the public.

Enforces state and local building codes, issuing stop-work orders, condemnation of dilapidated structures, conducts condemnation hearings, and issues condemnation orders. Pursues other legal remedies, as necessary, to stop violations; testifies in court, as necessary.

Prepares and maintains reports and records pertaining to inspections and code enforcement work.

Reviews and studies building code regulations to maintain knowledge of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.

ADDITIONAL JOB FUNCTIONS

Assists in enforcing CAMA regulations.

Assists in enforcing FEMA and county flood regulations.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Member of storm damage assessment team.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, supplemented by special training in building inspection, and some experience in residential and/or commercial electrical building, mechanical or plumbing construction work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

BUILDING INSPECTOR (I, II, III)

SPECIAL REQUIREMENTS

Possession of a certificate from the North Carolina Code Officials Qualification Board at a level specified by the County and State for area(s) of inspection. Possession of valid North Carolina driver's license.

AREAS OF CERTIFICATION

Building, electrical, mechanical, plumbing and fire.

CLASS LEVELS

New employees must hold stated certification.

Building Codes Inspector I - Probationary, ~~Limited~~ or Standard Level I in building, plumbing, electrical and mechanical.

Building Codes Inspector II - Standard level 2 certification in at least 2 areas with a probationary level 2 in the remaining areas.

Building Codes Inspector III - Standard level 3 certification in at least 2 areas with a probationary level 3 in the remaining areas.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs, or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Physical demand requirements are of those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, permits, diagrams, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

BUILDING INSPECTOR (I, II, III)

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including architectural, construction, electrical, plumbing, engineering, and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone/cell phone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety of building, electrical, plumbing, mechanical, and fire suppression equipment.

Considerable knowledge of state and local ordinances and codes administered through the Planning and Community Development Department applicable to the inspector's area of certification.

Considerable knowledge of the geographical layout of the County.

Ability to use common office equipment such as but not limited to computers, tablets, cell phones, copiers and other general office/technological equipment and software associated with the position.

Ability to use common measurement and electrical system diagnostic equipment, and hand tools.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to exercise tact, courtesy and firmness with property owners, architects, engineers, developers, contractors, and the public.

BUILDING INSPECTOR (I, II, III)

Ability to physically maneuver on scaffolds, structural members and in cramped quarters to accomplish thorough inspections.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~3/1/2021~~ 11/15/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: CHIEF BUILDING INSPECTOR ~~PLANNING & COMMUNITY DEVELOPMENT SERVICES~~ DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and skilled inspection work for the County ~~Planning & Community Development Services~~ Department in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, fire, building (~~construction and energy~~), mechanical, and plumbing. Oversees the plan review and building inspection ~~work process for the department~~. Work involves interpreting, applying, and enforcing rules and regulations relating to the construction of new buildings and the repair of existing buildings. Supervises building inspectors, permit officers, and code enforcement officers, permitting coordinator, advising, and instructing them in the performance of their duties. Reviews and studies building code regulations to stay abreast of all changes and are required to exercise independent judgment in applying standards to a variety of work situations. Reports to the ~~Planning & CD Director~~ Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises, trains, and advises Building Codes Inspectors in the performance of inspections, conferring with contractors and property owners, issuing building permits and maintaining associated records and reports; advises and assists inspectors in performance of inspections, and visits inspection sites to review completed inspections.

Performs supervisory tasks in managing the activities of assigned staff; instructs, assigns, and reviews work; maintains standards through the effective coordination of activities; allocates personnel; resolves personnel problems; provides input involving disciplinary action, promotion, and related personnel issues.

Receives and addresses complaints, questions, and concerns pertaining to permitting and inspections from the general public, developers, contractors, etc., interviewing parties involved and investigating circumstances, and determining propriety of previous inspection and required resolution, as appropriate; confers with or corresponds with involved parties to advise of determinations and decisions, as appropriate.

Attends and participates in meetings, or prepares correspondence, with inspectors, builders, and contractors to advise them of code changes and violations at construction sites; confers with County administrators, ~~Fire Marshal~~, contractors, and the general public in developing and maintaining enforcement codes.

Directs the inspection of all establishments making sure they are abiding by State Building Codes in terms of electrical, plumbing, mechanical, building ~~asbestos~~, and fire codes; issues stop-work orders; conducts

CHIEF BUILDING INSPECTOR

inspections to determine ~~a structure condemned~~; unsafe buildings, holds conducts condemnation hearings as required.

~~Participates in the inspection process, performing tasks of the inspectors, conducts other inspections including school inspections and ABC inspections.~~

Acts as Chief Fire Code Official for the county.

Assists with the zoning and CAMA regulations.

Prepares annual budget for Community Development Department.

Acts as ADA Coordinator for the requirements of Title II of the Americans with Disabilities Act of 1990 for the County. Performs ADA evaluations of County facilities, services, and programs for the compliance with the Americans with Disabilities Act. Investigates complaints, grievances and determines solutions to accessibility issues within the county's facilities, programs, and services.

Administrator and management of Munis Permitting and Inspection Software, Citizen Self Service Dashboard and Munis Field Inspector App, creating permitting and inspection processes within the system. Acts as liaison for technology support issues and direct contact for department. Develops and implements associated electronic forms for the software.

Responsible for implementing technology for the department and online permitting process.

Participates in legal proceedings and testifies in court, as necessary.

ADDITIONAL JOB FUNCTIONS

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in architecture, civil engineering or a related field, and five to seven years of experience in residential and/or commercial building, mechanical, electrical, or plumbing construction or inspections work, preferably including supervisory experience; or any combination of training or experience which provides the required skills, knowledge, and abilities.

SPECIAL REQUIREMENTS

(Limited certification applies only to employees currently in position. New employees must hold stated certifications.)

Possession of a Standard Level III certification by the North Carolina Code Officials Qualification Board in three of the following trades ~~and a minimum Standard Level II in the other trade: electrical, building (includes energy insulation), mechanical and plumbing inspections.~~ Building, Electrical, Plumbing, Mechanical and Fire. Possession of a valid North Carolina driver's license.

CHIEF BUILDING INSPECTOR

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including adding machines, typewriters, copiers, two-way radios etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are of those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, permits, applications, blueprints, schematics, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

CHIEF BUILDING INSPECTOR

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern building, plumbing, electrical and mechanical construction, practices, materials, and equipment.

Thorough knowledge of state and local ordinances and codes.

Thorough knowledge of ethical guidelines outlined by professional standards and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of County geography.

General knowledge of principles in supervision, organization, and administration.

Ability to use common office machines including computer-driven word processing, spreadsheets, and file maintenance programs.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with developers, contractors, property owners and the general public.

Ability to establish and maintain effective working relationships as necessitated.

Technical Knowledge, skills and abilities to manage Munis Permit software system.

Knowledge, Skills and Abilities Required as ADA Coordinator: Familiarity with the state or local government's structure, activities, and employees.

Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794.

Experience with people with a broad range of disabilities and ability to work cooperatively with people with disabilities.

Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks.

Familiarity with any local disability advocacy groups or other disability groups.

Skills and training in negotiation and mediation.

Organizational and analytical skills.

ED: ~~5/15/2017~~ 11/15/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: DEVELOPMENT SERVICES DIRECTOR DEVELOPMENT SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, supervisory, and professional work in directing and coordinating the activities of the County Development Services Division to ensure the orderly growth and efficient administration of County resources. Work involves preparation of land use ordinances such as those pertaining to subdivisions and zoning. Formulates, installs, modifies and improves master and subsidiary plans for the County's physical, economical, and social development. Work also involves serving as a technical advisor to the Planning Board, County Board of Commissioners, Board of Adjustment and County Manager on matters relating to planning and development. Supervises a staff of professional, technical and support personnel. Reports to the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs the activities of professional, technical and clerical personnel engaged in the compilation, analysis and interpretation of data affecting community planning and building construction; plans, develops and establishes departmental goals and objectives, policies and procedures, and ensures that subordinates receive orientation and training required for assigned positions; assists and advises subordinates as necessary, resolving problems as non-routine situations arise; performs yearly evaluations of personnel.

Oversees and manages activities, policies, and procedures for the County's planning, permitting and inspections, and code compliance.

Performs various supervisory tasks in overseeing and managing the activities of assigned personnel; instructs, assigns, and reviews work; maintains standards through the effective coordination of activities; allocates personnel; acts on employee problems; selects new employees; provides recommendations regarding disciplinary actions and discharge.

Develops and recommends policies for the Board; writes, reviews, and amends ordinances; ensures State statutory requirements are met.

Serves as technical advisor to the County Manager, County Board of Commissioners, Planning Board, Board of Adjustment, and other County officials; provides assistance to other County departments and public agencies involved in long-range planning; provides input and advise regarding land use issues; conducts research regarding various land use issues.

Prepares and administers departmental work plans and budgets; prepares and reviews contracts and agreements; drafts recommendations.

Reviews complex development plans and permit applications of developers and property owners to ensure compliance with various codes and ordinances; reviews requests for amendments to the County zoning ordinance and makes recommendations to the County Planning Board.

Coordinates County planning and permitting activities with affected state, federal and private agencies.

Works with attorneys on court cases involving the department; converses with State agencies about programs affecting County.

Receives and responds to detailed requests, concerns, and complaints from developers, contractors, the general public and other involved parties; provides professional input to the County Attorney and the County Manager in lawsuit situations.

ADDITIONAL JOB FUNCTIONS

Orders supplies, types letters, reports, documents etc; keeps files organized.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Masters degree in urban or regional planning from a recognized and accredited university, and six to nine years of experience in rural or regional planning at the local government level in a management level position; AICP Certification preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including the Queen's English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, integral calculus, differential calculus and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and objectives of urban and regional planning.

Thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

Thorough knowledge of the principles and practices of engineering and physical design as generally related to planning and development.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of County zoning ordinances and related land use regulations.

Considerable knowledge of the current literature, trends, and development in the field of rural and regional planning.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the geographical layout of the County and socio-economic characteristics.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use ArcMap or other GIS software.

Ability to use word processing, spreadsheet, and file maintenance programs.

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Ability to plan, assign and direct the activities of a professional, technical, and clerical staff.

Ability to explain planning theory, policy, and practices to lay people individually or in groups.

Ability to exercise considerable tact and courtesy in frequent contacts with County, municipal, state and federal officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~3/15/2024~~ 11/15/2021 (REV BOC)



EDUCATION SPECIALIST – WILDLIFE CENTER

Summary

Under general supervision, provides education about Currituck County and North Carolina's natural resources and the interrelationship of humans and the environment to visitors and residents of Currituck County. Reports to the Currituck Travel & Tourism Site Manager/Curator and receives program of work from the Wildlife Center General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement effective conservation-based educational programs and exhibits for the public that increase understanding and awareness of Currituck and North Carolina habitats, species, and wildlife conservation
- Develop and produce effective support materials for educational programs
- Establish goals, objectives, and measures of effectiveness for educational programs
- Assist with scheduling programs and registrations
- Assist with purchasing program materials
- Assist with various educational outreach activities
- Provide guidance and training to seasonal employees
- Assist in the center's administrative needs
- Assist with overall maintenance and operation of the center and grounds as needed

ESSENTIAL KNOWLEDGE & SKILLS

- Knowledge of Currituck & NC wildlife, habitats, and conservation
- Considerable knowledge of NC natural history, conservation, and science issues
- Knowledge of wildlife-associated recreation
- Considerable knowledge of wildlife and conservation education principles, concepts and techniques
- Ability to communicate effectively in writing and verbally with individuals and groups with a diverse range of educational backgrounds
- Ability to speak effectively before public gatherings
- Ability to establish and maintain effective working relationships with the public and other employees
- Ability to prepare written reports using word processing and databases
- Ability to operate audiovisual equipment, motor vehicles, and hand tools.
- Position requires moderate physical ability and must be able to work in summer outdoor conditions

ADDITIONAL JOB FUNCTIONS

Generally, hours are Monday through Friday from 8:00 am to 5:00 pm. However, this position requires flexibility and may involve overtime, weekends and holidays during events or staffing issues.

Performs light housekeeping duties which include emptying trash, cleaning the center and restrooms when not being performed by housekeeping service.

Performs all other duties as assigned by the Site Manager Curator or by the County Manager.

EDUCATION

Graduation from a two or four-year college or university with a major in biology, zoology, botany, education, or other natural science curriculum related to wildlife or equivalent combination of education and experience.

EXPERIENCE

One year of experience or more working directly with the public as an educator or customer service representative. Must have demonstrable presentation skills.

ED: 11/15/2021 (BOC)



CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: PLANNING DIRECTOR
DEVELOPMENT SERVICES DIVISION**

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, supervisory, and professional work in directing and coordinating the long-range land use planning and visioning activities of the County to ensure the policies and visions of the community and elected officials are articulated for future decisions. Manages public meetings to engage the community on the future of the County. Formulates, installs, modifies, and improves master and subsidiary plans for the County's physical, economical, and social development. Work also involves serving as a technical advisor to the Planning Board, Development Services Director, County Board of Commissioners, and County Manager on matters relating to planning. Supervises a staff of professional, technical and support personnel. Reports to the Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Drafts and updates the County's Land Use Plan, Small Area Plans, transportation plans, environmental plans, and other applicable plans.

Plans, organizes, and directs the activities of professional, technical, and clerical personnel engaged in the compilation, analysis and interpretation of data affecting community planning.

Performs various supervisory tasks in overseeing and managing the activities of assigned personnel; instructs, assigns, and reviews work; maintains standards through the effective coordination of activities; allocates personnel; acts on employee problems; selects new employees; provides recommendations regarding disciplinary actions and discharge.

Serves as technical advisor to the County Manager, County Board of Commissioners, Planning Board, and other County officials; provides assistance to other County departments and public agencies involved in long-range planning; provides input and advises regarding land use issues; conducts research regarding various land use issues.

Reviews development plans for consistency with the County's long-range planning efforts and availability of critical infrastructure.

Coordinates County planning activities with affected state, federal and private agencies.

Acts as the liaison for the County with regional planning initiatives.

Attachment: Planning Director 11 15 2021 (Job Description Revisions-Various)

ADDITIONAL JOB FUNCTIONS

Orders supplies, types letters, reports, documents etc.; keeps files organized.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Masters degree in urban or regional planning from a recognized and accredited university, and three to six ~~nine~~ years of experience in rural or regional planning at the local government level in a management level position; AICP Certification preferred; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including the Queen's English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, integral calculus, differential calculus, and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and objectives of urban and regional planning.

Thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

Thorough knowledge of the principles and practices of engineering and physical design as generally related to planning and development.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of the current literature, trends, and development in the field of rural and regional planning.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the geographical layout of the County and its socio-economic characteristics.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use ArcMap or other GIS software.

Ability to use word processing, spreadsheet, and file maintenance programs.

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to plan, assign and direct the activities of a professional, technical and clerical staff.

Ability to explain planning theory, policy, and practices to lay people individually or in groups.

Ability to exercise considerable tact and courtesy in frequent contacts with County, municipal, state and federal officials, and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: ~~3/15/2024~~ 11/15/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: SENIOR PLANNER
DEVELOPMENT SERVICES PLANNING DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, and professional work in directing, assisting and coordinating the activities of the County planning Development Services Department to ensure the orderly growth and efficient administration of county resources. Work involves preparation of and ensuring compliance with land use ordinances such as those pertaining to subdivisions and zoning; participating in planning studies that support efforts to review, update, and implement the county's land use plan; performing various data collection, evaluation of existing conditions and trends, and policy analysis that support long range planning; assisting in the formulation, installation, modification and improvement of master and subsidiary plans for the county's physical, economical, and social development; preparing reports for presentation to various boards and commissions, staff, and civic groups; writing and filing grant applications and overseeing the implementation of grants. This position works both in a team environment and independently and requires close coordination with the director, county departments, other planning agencies, the development community, and general public. Reports to the Planning Development Services Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as a liaison to the County Manager, County Board of Commissioners, Planning Board, and other boards and County officials; provides assistance to other county departments and public agencies involved in long-range planning.

Coordinates the development review process, including reviewing development proposals to ensure compliance with various codes, ordinances, and adopted plans; meeting with government agencies and the development community as required; coordinates project review with the Technical Review Committee (TRC).

Manages or leads special projects or planning efforts as needed; ~~supervises employees as assigned~~; coordinates county planning activities with affected municipal, state, federal and private agencies.

Prepares and presents staff reports and recommendations to the Board of Commissioners and the Planning Board for development plans, subdivisions, special use permits, and zoning map amendments; reviews and prepares text amendments to the County's Unified Development Ordinance.

Processes administrative adjustment applications including public notifications, detailed reviews for compliance, and decision making.

Attachment: Senior Planner 11 15 2021 (Job Description Revisions-Variou

SENIOR PLANNER

Researches and prepares technical documents and correspondence, including reports, maps, design schematics, graphs, charts, presentations, and detailed design documents.

Drafts and implements amendments to the Unified Development Ordinance, including consideration of public input, the administrative process, and making a staff recommendation to the Planning Board.

~~Administers and prepares case analyses for zoning map amendments; reviews and prepares text amendments to the county's unified development ordinance.~~

Reviews and approves complex major and minor development plans and permit applications of developers and property owners to ensure compliance with various codes, ordinances, and adopted plans; reviews subdivisions and makes recommendations to the Board of Commissioners and Planning Board.

Prepares and reviews contracts and agreements; drafts recommendations; prepares and presents various studies and reports.

Administers FEMA regulations including coordinating the CRS program; monitors and interprets changes in Coastal Stormwater rules; manages and interprets flood damage prevention codes; acts as county Flood Plain Administrator.

Serves as the lead planner and clerk for the Historic Preservation Commission.

Participates in long-range planning projects, including comprehensive and small area plans, as needed.

Answers zoning and subdivision questions making interpretations concerning development regulations for the public, development community, or and other organizations.

Writes grant applications and oversees implementation; recommends adjustments to applicable codes.

Familiarity with ArcMap or similar GIS software packages; ability to understand and interpret spatial data.

Assists surveyors, engineers and the public with planning and zoning related development issues.

Administers the department's performance guarantees posted for public infrastructure and private site improvements.

ADDITIONAL JOB FUNCTIONS

Attends meetings during evening or non-typical work hours, as required by the Development Services Director.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

SENIOR PLANNER

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelors degree in planning or related field, ~~three to~~ five years experience in rural or regional planning at the local government level, and Certified Zoning Official (CZO) or Certified Floodplain Manager (CFM) certification; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Master's degree, AICP certification, and coastal planning experience ~~desired~~ preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office equipment and vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys, permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering, legal and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, integral calculus, differential calculus and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

SENIOR PLANNER

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, and objectives of urban, rural, and regional planning.

Thorough knowledge of economics, sociology, public administration and quantitative methods and research techniques as related to planning.

Considerable knowledge of Federal, State and regional regulations, such as FEMA and CAMA regulations.

Considerable knowledge of, or ability to learn, local ordinances and codes, the Unified Development Ordinance, and the County's Code of Ordinances.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of governmental programs, laws, grants, and services pertinent to the planning process.

Considerable knowledge of the current literature, trends, and development in the field of rural and regional planning.

Thorough knowledge of the principles of public planning and citizen participation.

Ability to initiate and execute assignments with minimal supervision.

Ability to manage well-balanced and inclusive planning projects.

Considerable experience in project management, including ability to work well in a team-focused environment and assume a leadership position.

Ability to plan, assign and direct the activities of a professional, technical, and clerical staff.

Skills in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use ArcMap or other similar GIS software.

SENIOR PLANNER

Ability to use drafting, word processing, spreadsheet, and file maintenance programs.

Ability to read and interpret maps, surveys, and engineering drawings and plans.

Ability to review subdivision plans, site development plans and related drawings for compliance to applicable local regulations and ordinances.

Working knowledge of the principles and practices of engineering and physical design as generally related to planning and development.

Ability to interpret and administer design and performance standards as related to development plan review, zoning administration, and other planning issues.

Ability to recommend alternative solutions for development or other planning issues according to provisions of the Unified Development Ordinance, Land Use Plan, or other policy directives.

Ability to write clearly; to organize and analyze information and perform planning research

Ability to explain planning theory, policy, and practices to lay people individually or in groups.

Ability to exercise considerable tact and courtesy in frequent verbal and written contacts with county, municipal, state and federal officials, design professionals, and the general public, especially with conflicting perspectives in a regulatory environment.

Ability to use or learn permitting software, Adobe software, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Strong interpersonal skills and ability to develop a good working relationship at various levels and to resolve conflicts.

ED: 11/15/2021 (REV BOC)



CURRITUCK COUNTY JOB DESCRIPTION

**JOB TITLE: SOIL AND STORMWATER MANAGER
SOIL AND WATER CONSERVATION DEPARTMENT**

GENERAL STATEMENT OF JOB

The Soil and Stormwater Manager provides technical and administrative work in developing soil and water conservation plans within the Albemarle (Currituck) Soil and Water Conservation District under the supervision of the Currituck Soil and Water Supervisors and stormwater related services to the County under the supervision of the County Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

SOIL AND WATER CONSERVATION RELATED JOB FUNCTIONS

Advises County residents about conservation practices; contacts landowners interested in district programs, and advises of availability and needs for resource management systems, Cost Share Program planning for agricultural land and soil erosion control, water conservation problems and efforts to improve water quality, and mosquito control assistance; administers the USDA Farm Bill programs; interprets and explains local, state and federal rules and regulations; visits sites under consideration, examines runoff, erosion and other related conservation problems, determines need and feasibility of conservation practices, and recommends applicable systems.

Plans and lays out a wide variety of conservation practices, such as field borders, grassed waterways, pipe drops, open ditches, tile drainage, crop rotation, cover cropping, terraces, strip cropping, drainage systems, diversions, critical area treatment, grasslands establishment and maintenance, etc.; draws plan specifications and oversees implementation to ensure adherence to specifications.

Gather data and information necessary to develop conservation plans, including performing, gathering and analyzing soil information, plant identification and analysis, soil engineering studies, watershed surveys, animal waste management surveys, etc.

Makes follow-up contacts with landowners providing encouragement and technical assistance in the application and maintenance of conservation practices; prepares certification of program implementation as appropriate and necessary for payment; notifies supervisors when practices are being maintained.

Monitors watershed projects, plans for construction needs and advises landowners of identified maintenance needs.

Participates in annual natural resources "field day" programs for County students; assists in school science fairs.

Attachment: Soil and Stormwater Manager 11 15 2021 (Job Description Revisions-Variou

SOIL AND STORMWATER TECHNICIAN

Make oral presentations to civic, church, school, business and other groups, as appropriate, on various natural resources topics.

Maintains program manuals; maintains survey equipment; obtains vehicle maintenance.

Answers telephone and greets visitors, receiving inquiries and providing information based on considerable knowledge of Department programs and activities, or referring inquiries to appropriate personnel; distributes forms, soil sampling materials, applications, educational literature and guidelines, etc., as requested.

Provide a variety of assistance to supervisor in implementation of Department programs and activities.

STORMWATER RELATED JOB FUNCTIONS

Administer minor stormwater permits for the county as it relates to minor subdivisions, and lots with fill or additional impervious coverage.

Serve on county Technical Review Committee for major subdivisions, working with the Planning Department and County Engineer to make recommendations to developers and landowners

Review subdivision and site plans for compliance with the County's UDO, Stormwater Manual and sound engineering practices related to design of stormwater systems. Perform and interpret various hydraulic and stormwater computer software programs.

~~Manage County Stormwater Districts including development of budgets and capital improvement plans, maintenance programs and working with Stormwater District advisory committees.~~

Review Culvert Certifications as required for site development.

Work with county residences and businesses to address individual stormwater concerns.

ADDITIONAL JOB FUNCTIONS

Perform duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Have the ability to read, analyze, and interpret governmental regulations and procedures.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in soil and water conservation practices, agriculture, forestry, civil engineering or related field, and one to two years of experience in agriculture or soil, stormwater and water conservation practices and a minimum of 2 years design experience in municipal stormwater systems and software or management of municipal stormwater systems; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SOIL AND STORMWATER TECHNICIAN

SPECIAL REQUIREMENTS

Possess a valid North Carolina driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of applicable federal, state and local laws, and standard practices, methods and techniques of agriculture and agricultural and forestry operations

Considerable knowledge of planning and application of soil, water and related resource conservation and development practices.

General knowledge of the practices, principles and use of drafting, surveying and stormwater systems

General knowledge of tools and supplies used in soil and water management

Ability to use common office programs including word processing, spreadsheets, stormwater software and file maintenance programs

Ability to understand drainage features and flow patterns of the county drainage ditches and watersheds

Ability to recognize types of soil and to determine soil content and suitability for various uses

Ability to compile data and maintain records, organize materials, and coordinate the paperwork for the North Carolina Agriculture Cost Share Program.

Ability to exercise considerable independent judgment in applying program standards in individual cases.

Ability to exercise considerable tact and courtesy in contact with landowners, land users and the general public.

Ability to perform rigorous outdoor work in various types of weather.

Ability to perform physical labor as necessitated by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, calculators, design instruments, laser-equipped transits, global-positioning equipment, soil augers, measuring chains, axes, saws, shovels, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to physically maneuver over and/or upon varying

Attachment: Soil and Stormwater Manager 11 15 2021 (Job Description Revisions-Variou

SOIL AND STORMWATER TECHNICIAN

terrain, surfaces or physical structures. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, ordinances, maps, site plans, spreadsheets, engineering charts, surveys, guides, manuals, technical references, etc. Requires the ability to prepare correspondence, reports, contracts, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering and agricultural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations, which include frequency distributions, reliability and validity tests, correlation techniques, factor analysis and econometrics; perform algebraic operations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and surveying tools.

Manual Dexterity: Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

ED: 7/1/2019 11/15/2021(REV BOC)



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3274)

Agenda Item Title: Salary Classification Chart Revisions

Submitted By: Leeann Walton – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Revised classification chart to coincide with personnel reclassifications.

Potential Budget Affect: TBD

Is this item regulated by plan, regulation or statute? No

Manager Recommendation:

CURRITUCK COUNTY
 CLASSIFICATION BY SALARY GRADE
 FOR THE FISCAL YEAR ENDING JUNE 30, 2023

SALARY GRADE	SALARY RANGE	CLASSIFICATION
50	\$24,775 - \$33,959	Custodian
50.5	\$26,180 - \$36,548	Senior Center Site Manager
51	\$26,786 - \$36,775	Maintenance Helper Park Attendant Rural Attendant
52	\$28,796 - \$39,629	Accounting Clerk I Aging Senior Services Admin. Supervisor Animal Care Technician Community Social Services Assistant DSS DCI CP/Clerk Deputy Register of Deeds Library Assistant I Permit Officer I Recreation Assistant Secretary I Tax Clerk I

Attachment: Classification Chart 11-1-21 (Salary Classification Chart-Revised)

53	\$30,808 - \$42,407	Line Maintenance Mechanic Helper Library Assistant II Maintenance/Repair Worker Meter Reader EMT Basic/Firefighter Lineman - Airport Processing Assistant IV Public Information Assistant IV Tax Clerk II Utilities Customer Service Representative Visitor Relations Coordinator
53.5	\$31,388 - \$43,467	Detention Officer
54	\$32,818 - \$45,220	4H Program Assistant Accounting Clerk II Animal Control Officer Assistant Promo and Event Coordinator Assistant Register of Deeds District Administrator F&C Sciences Associate Income Maintenance Caseworker I Library Associate I Permit Officer II Telecommunicator Trainee
54.5	\$33,438 - \$46,350	Intake Officer

55	\$34,830 - \$48,038	Accounting Clerk III Administrative Assistant I Line Maintenance Mechanic Park Superintendent Processing Assistant V Public Information Assistant V Receptionist/IT Administrative Assistant Telecommunicator I Tourism Promo & Event Coordinator Utilities Customer Service Supervisor
55.5	\$35,491 - \$49,239	Deputy Director of Elections Rural Center Manager Shelter Manager
56	\$36,843 - \$50,856	Deputy Tax Collector Deputy Trainee Education Specialist - Wildlife Center EMT/Intermediate Evidence Technician Income Maintenance Caseworker II Maintenance/Repair Worker HVAC Maintenance/Repair Worker/Electrician Permit Officer III Sales & Marketing Associate Social Worker I Telecommunicator II Visitor Relations Specialist Wastewater ORC Trainee Water Plant Operator Trainee

56.5	\$38,257 - \$53,698	Sergeant Detention Officer
57	\$38,852 - \$53,669	Administrative Assistant II Athletic Grounds Manager Building Inspector I Code Enforcement Officer Deputy Sheriff I Human Resources Assistant Recreation Specialist Rural Center Director Support Technician Visitor Center Supervisor Wastewater Operator Water Plant Operator Water Plant Operator/Lab Technician
58	\$40,863 - \$56,486	Deputy Sheriff II Firefighter/EMT Basic Income Maintenance Caseworker III Income Maintenance Investigator II Library Associate II Planning Technician Training Officer

59	\$42,874 - \$59,302	Accounting Technician Accounting & Payroll Technician Building Inspector II probationary/FQ Inspect I ** E Body Deputy Sheriff III Development Technician Detective I EMT Paramedic/Firefighter Permit Coordinator Planner I Public Relations Coordinator Tax Appraiser Visitor Center Supervisor
60 Continued	\$44,887 - \$62,119	*Administrative Officer I Corporal - Sheriff Cross Connection ORC Deputy Emergency Management Coordinator Deputy III - School Res Officer EMS Training Officer Fire Training Officer/Recruitment Coordinator *Income Maintenance Supervisor II *Lieutenant Detention Officer Fire Marshal

60	\$44,887 - \$62,119	Lieutenant - EMS Risk Manager Social Worker II Stormwater Technician Water Distribution Supervisor Trainee
60.5	\$45,747 - \$63,672	*Communications Supervisor Firefighter EMT/Advanced Maritime Museum Manager
61	\$46,898 - \$64,936	Building Inspector III probationary/FQ BI II Creative Director Detective II GIS Specialist IT Coordinator Paralegal Planner II Marketing Director Video Production Specialist Wastewater Supervisor ORC Water Distribution Supervisor Web/AV Specialist

62	\$48,909 - \$67,751	*Airport Director *Contract Purchasing Agent Fiscal and Budget Assistant *Operations Manager - PW/Solid Waste Sergeant Site Manager/Curator Soil & Stormwater Manager Social Worker III Social Worker Invest/Assess Treatment
63	\$50,918 - \$70,566	*Aging Senior Services Director *Animal Services and Control Director Building Inspector III FQ *Director of Elections Engineering Technician Firefighter EMT/Paramedic Maintenance Supervisor *Social Work Supervisor II *Water Treatment Plant Supervisor
64	\$52,931 - \$73,383	*Accountant Fire Lieutenant *Jail Superintendent Senior Planner

65	\$55,373 - \$76,803	*Assistant to County Manager *Captain - EMS *Fire and EMT Captain *Project Coordinator *Public Information Officer
66	\$56,954 - \$79,016	*Public Utilities Superintendent *Social Worker Supervisor III *Wastewater Superintendent *Water Superintendent
67	\$58,962 - \$81,828	*Chief Building Inspector *Emergency Management Director *Lieutenant - Sheriff *Recreation Director *Social Work Program Manager
68	\$60,973 - \$84,644	*Administrative Assistant/Clerk to the Board *Human Resources Director *Public Works Director *Tax Administrator
69	\$62,984 - \$87,461	*GIS Coordinator
70	\$65,056 - \$90,362	

71	\$67,006 - \$93,092	*Captain- Sheriff *Chief Deputy - Fire/EMS *IT Director *Tourism Director
72	\$69,019 - \$95,910	*Assistant Planning Director
73	\$71,028 - \$98,723	*Assistant County Engineer *Chief Deputy - Sheriff *Economic Development Director
74	\$73,041 - \$101,541	
75	\$75,050 - \$104,356	*Chief of EMS
76	\$77,063 - \$107,173	*Director of Social Services *Public Utilities Director
77	\$79,072 - \$109,987	
78	\$81,085 - \$112,805	*Assistant Finance Director
79	\$83,096 - \$115,621	
80	\$84,860 - \$118,091	
81	\$86,981 - \$131,724	

Attachment: Classification Chart 11-1-21 (Salary Classification Chart-Revised)

82	\$89,156 - \$135,017	
83	\$91,385 - \$138,393	*Assistant County Manager *Planning Director
84	\$93,670 - \$141,852	
85	\$96,011 - \$145,399	
86	\$98,412 - \$149,034	
87	\$100,725 - \$152,537	
88	\$100,724 - \$154,050	*Senior Planning Director *Development Services Director
89	\$104,267 - \$157,901	
90	\$106,873 - \$161,848	
91	\$109,545 - \$165,895	
92	\$111,867 - \$169,410	*Finance Director *County Engineer
93	\$114,663 - \$173,645	
94	\$117,530 - \$177,986	

95	\$120,468 - \$182,436	
96	\$123,480 - \$186,997	
97	\$126,567 - \$191,672	
98	\$129,731 - \$196,463	
99	\$132,974 - \$201,375	
100	\$136,298 - \$206,409	
101	\$139,706 - \$211,570	
102	\$143,199 - \$216,859	
103	\$146,779 - \$222,280	
104	\$150,448 - \$227,837	
105	\$154,209 - \$233,533	
106	\$158,064 - \$239,372	
107	\$162,016 - \$245,356	
108	\$166,066 - \$251,490	

109	\$170,218 - \$257,777	
110	\$174,474 - \$264,221	
111	\$178,825 - \$270,811	*Attorney

* indicates exempt status

Board determined

*County Manager's salary

Board determined

*Sheriff's salary

Board determined

*Register of Deeds' salary

Board determined

*Attorney's salary

** E Body Grade is Dependent upon State Certification Level



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3270)

Agenda Item Title: Adoption of the 2021 Local Government Agencies General Records Retention & Disposition Schedule

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Action

Brief Description of Agenda Item:

Is this item regulated by plan, regulation or statute?

Manager Recommendation:

2021 General Records Schedule: Local Government Agencies

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

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

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

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

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

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

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

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

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

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

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

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

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

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

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

Reference Copies

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

Record Copy

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

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

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

Transitory Records

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

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

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

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

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

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

² Ibid.

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

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____

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

APPROVED

Head of Governing Body
Title: _____

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

Municipality/County: _____

Effective: October 1, 2021

Attachment: 2021 General Records Schedule Local Gov. Agencies (2021 Local Government Retention Schedule)

CHANGE LOG FOR PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



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

October 1, 2021

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

EXECUTIVE SUMMARY

This document lists the changes that have been made from the Municipal Records Retention and Disposition Schedule issued on September 10, 2012 as well as the County Management Records Retention and Disposition Schedule issued on April 15, 2013 that are now present in the 2020 Program Records Schedule for Government Agencies. While previously adopted amendments, grammatical and alphabetization changes, wordsmithing, and the updating of citations are not listed, substantive changes are listed in the left-hand column. In the center column are the titles of new records series that have been added to the schedule. In the right-hand column are records series that have been either superseded by the *General Records Schedule: Local Government Agencies* or discontinued because the records are no longer created or received by local departments.

MUNICIPAL AND COUNTY MANAGEMENT CLARIFICATION

While some items included below were identical on the Municipal and County Management schedules, there are cases where an item was only on one schedule or had a different name on each schedule. In those cases, the item will have either an (M) or a (CM) after its title. An (M) indicates that the referenced item was only on the Municipal schedule. A (CM) indicates that the referenced item was only on the County Management schedule. When titles differ, or when multiple items from one schedule fall under a larger term in the other schedule, all previous item titles are provided.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 10: AIRPORT AUTHORITY RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 10: AIRPORT AUTHORITY RECORDS		
		AIRPORT CERTIFICATION MANUAL See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		COMMUNICATIONS RECORDINGS See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Audio-Visual Recordings.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 11: ANIMAL SERVICES RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 11: ANIMAL SERVICES RECORDS		
		ACTIVITY REPORTS (ANIMAL CONTROL) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ANIMAL ABUSE AND CRUELTY RECORDS Used the records series title from the County Management schedule; changed disposition instructions from Municipal schedule to match County Management schedule.		ANIMAL ABUSE CASES (M) ANIMAL CRUELTY RECORDS (M)
		ANIMAL BITE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ANIMAL COMPLAINT RECORDS Removed reference to abuse records, which are separately covered in "Animal Abuse and Cruelty Records."		
ANIMAL CONTROL RECORDS Removed animal abuse case disposition instructions, which are separately covered in "Animal Abuse and Cruelty Records"; added disposition instructions for animal control citations and compliance orders.		ANIMAL CONTROL CITATIONS/COMPLIANCE ORDERS DANGEROUS ANIMAL RECORDS

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 11: ANIMAL SERVICES RECORDS		
	ANIMAL SHELTER RECORDS	ANIMAL ADOPTION RECORDS CERTIFICATES OF ANIMAL RELEASE IMPOUNDMENT RECORDS (M) OWNER CONTACT NOTICE RECORDS SHELTER DISPOSITION SHEETS
		RABIES CONTROL REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REFERENCE MATERIAL (ANIMAL CONTROL) (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference File.
RABIES VACCINATION RECORDS Clarified title of "Vaccination Records."		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 12: CODE ENFORCEMENT AND INSPECTION RECORDS

(This standard previously encompassed STANDARD 5: BUILDING INSPECTION RECORDS (of the Municipal schedule) and STANDARD 5: CODE ENFORCEMENT AND INSPECTION RECORDS (of the County Management schedule))

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
BLUEPRINTS AND SPECIFICATIONS Disposition was amended to change “b” disposition from “1 year after permit is issued” to “1 year after completion of project.”		For agency-owned buildings, see General Records Schedule: Local Government Agencies, Standard 1, (Administration and Management Records), Blueprints and Specifications.
		BUILDING AND FIRE CODE VIOLATIONS CASES (Municipal) See Violations: Building and Housing
		BUILDING INSPECTION REPORTS (Municipal) See Building and Road Permitting and Inspection Records.
		BUILDING PERMITS AND APPLICATIONS (Municipal) See Building and Road Permitting and Inspection Records.
		BUILDING PERMIT LOG (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		BUILDING PERMIT RECEIPT BOOKS (Municipal) See Permit Receipt Books.
		BUILDING TRADES CERTIFICATIONS (Municipal) See Trades Certifications.
		BURNING PERMITS (BUILDING INSPECTIONS) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		BUSINESS CERTIFICATION RECORDS (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Business Certification Records
		CERTIFICATES OF OCCUPANCY (Municipal) See Building and Road Permitting and Inspection Records.
		CONSTRUCTION REPORTS (Municipal) See Reports: Monthly Building Permits and Construction.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		CONTRACTORS LICENSING (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		DEMOLITION FILE (Municipal) See Building and Road Permitting and Inspection Records.
		ENCROACHMENTS OF RIGHT-OF-WAY APPLICATIONS AND PERMITS (Municipal) See Permits: Encroachments of Right-of-Way.
		EROSION AND SEDIMENT CONTROL AFFIDAVITS See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Litigation Case Records.
		FACILITY MAINTENANCE, REPAIR, AND INSPECTION (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		HAZARDOUS WASTE DISPOSAL RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.
ILLEGAL DUMPING FILE Cross-reference added to Violations.		
		INSPECTIONS (Municipal) Inspection records now separated into different categories within schedule depending on kind of inspection. For records concerning violations, see Violations.
INSPECTIONS Standardized retention period for all inspections at 6 years (increasing that for Sewage Disposal Systems from 2 years and for Substandard Housing and Unsafe Buildings from 5 years)		INSPECTIONS: ELECTRIC POWER AND NATURAL GAS SYSTEM (County Management) INSPECTIONS: PERIODIC REPORTS OF INDUSTRIAL FACILITIES (County Management) INSPECTIONS: SANITARY LANDFILL (County Management) INSPECTIONS: SEWAGE DISPOSAL SYSTEM (County Management) INSPECTIONS: SUBSTANDARD HOUSING AND UNSAFE BUILDINGS (County Management) INSPECTIONS: WASTE LOADS (County Management) INSPECTIONS: WATER AND WASTEWATER SYSTEM (County Management)

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		INSPECTIONS: ENVIRONMENTAL HEALTH SUMMARIES (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		INSPECTOR WORKSHEETS (Municipal) See Inspections
		LABORATORY OPERATIONS RECORDS (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		LANDFILL OPERATIONAL PLAN (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.
		MAPS, PLATS, AND DRAWINGS (Municipal) See Program Schedule for Local Government Records, Standard 15 (Planning and Regulation of Development Records), Maps, Plats, and Drawings (Official).

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		MANUFACTURED HOME PERMITS (Municipal) See Program Schedule for Local Government Records, Standard 15 (Planning and Regulation of Development Records), Permits: Temporary Manufactured Home.
		MONTHLY BUILDING PERMITS AND CONSTRUCTION REPORTS (Municipal) See Reports: Monthly Building Permits and Construction.
		NORTH CAROLINA SEDIMENTATION AND POLLUTION CONTROL COMMISSION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		PERIODIC INSPECTION REPORTS (Municipal) See Inspections
		PERMIT LOG (County Management) Record no longer applicable.
		PERMITS: BURNING (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		PERMITS: FACILITIES USE (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		PERMITS: LANDFILL (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
		PERMITS: MISCELLANEOUS (NON-CONSTRUCTION) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		REPORTS: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOG See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		REPORTS: DISCHARGE MONITORING See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: ENVIRONMENTAL HEALTH (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: LANDFILL MONITORING See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REPORTS: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		REPORTS: WASTEWATER MAINTENANCE OPERATION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SEWAGE DISPOSAL SYSTEM INSPECTION REPORTS (Municipal) See Inspections: Sewage Disposal Systems.
		STREET ADDRESS LOG (Municipal) See Program Schedule for Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Street Name and House Number File.
		STREET INFORMATION See Program Schedule for Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Street Name and House Number File.
		SUBSTANDARD HOUSING INSPECTION REPORTS (Municipal) See Inspections

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 12: CODE ENFORCEMENT RECORDS		
		TROUT BUFFER VARIANCES (County Management) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading File)
<p>VIOLATIONS Description expanded to describe various kinds of violations.</p> <p>Changed retention from 3 years to 6 years; added "b" to account for "remaining records."</p>		
<p>VIOLATIONS: SOLID WASTE MANAGEMENT Changed "produced" to "issued" in item description.</p>		
		<p>WASTE OIL, BATTERIES, AND ELECTRONICS COLLECTION FILE See General Schedule for Local Government Records, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
<p>WATER ANALYSIS Cross-reference added to Violations.</p>		



STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS

The most significant change from the previous schedule is that all items pertaining to Emergency Management are now included in the General Records Schedule: Local Government Agencies. Since Emergency Management is a function carried out by various local agencies, and since Emergency Management is not necessarily an agency paired with Emergency Medical Services (EMS) and Fire Departments, it is logical to place the Emergency Management items in the General Schedule where they apply to all local agencies. **All Emergency Management specific standards will now be found in Standard 8 (Risk and Emergency Management) of the General Records Schedule: Local Government Agencies, to be reflected in the new revisions to the General Schedule for 2020.**

Clarification note added to the standard introduction concerning body-worn camera footage from EMS and Fire Department personnel that reads: *Footage from body-worn cameras is classified with the content captured or the purpose of the footage rather than by its format. Recordings may fit under FIRE INVESTIGATION CASE FILES, DISPATCH RECORDS AND RECORDINGS, PUBLICITY RECORDS (General Schedule), TRAINING AND EDUCATIONAL RECORDS, and other items as appropriate. Footage is only confidential if it fits within an item where confidentiality is conferred by state or federal statute.*

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	..	911 CALL RECORDINGS (CM) 911 TAPE RECORDINGS (M) See 911 Communication Records and Recordings.
	911 COMMUNICATION RECORDS AND RECORDINGS This item includes 911 Communication Records and 911 Call Recordings. Description explicitly includes both calls and text messages. New retention for all 911 records is retain for 30 days unless made part of a case file.	911 COMMUNICATION RECORDS

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		911 FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Policies and Procedures OR General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		ACCIDENT FILE (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Accident/Incident Reports (Customer and Employee).
		ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
AMBULANCE CALL REPORTS (ACR)/PATIENT CARE REPORTS (PCR) Minimum retention period now three years after case is closed rather than eleven years. Confidentiality statutes also added.		PATIENT CARE REPORTS (M)
		AMBULANCE DISPATCH RECORDS See Dispatch Records and Recordings.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		AMBULANCE SERVICE RUN LOG See Dispatch Records and Recordings.
		ANNUAL REPORT (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ANNUAL SUBMISSION ON PERSONNEL AND ADMINISTRATION FUNDS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
BUILDING AND FIRE SAFETY SYSTEM PLANS Revision of Plans item to clarify coverage of building and fire safety plans for commercial, industrial, and government-owned properties, as per records typically held by local fire marshals.		
		BUILDING INSPECTIONS See Fire Safety Inspections and Permits. Other kinds of inspections are found in the Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement Records).

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		COMPANY RUN REPORT (FIRE JOURNAL) See Dispatch Records and Recordings.
		CONSOLIDATED MONTHLY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DAILY LOG (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DISASTER AND EMERGENCY MANAGEMENT PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		DISPATCH FILE (M) See Fire Dispatch File.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	<p>DISPATCH RECORDS AND RECORDINGS Consolidated item includes Ambulance Dispatch Records, Ambulance Service Run Log, Company Run Report (Fire Journal), Fire Alarm Journal, and Fire Dispatch File. Item description expanded to include body-worn camera footage from EMS and Fire Department personnel responding to an emergency unless footage fits explicitly within another item. New retention of all items is 30 days unless made part of a case file. Confidentiality statutes also added.</p>	DISPATCH RECORDINGS
		<p>EMERGENCY NOTIFICATIONS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Notifications.</p>
		<p>EMERGENCY SERVICES BILLING RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>
		<p>EMERGENCY SERVICES CORRESPONDENCE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Correspondence and Memoranda.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		<p>EQUIPMENT RECORDS (APPARATUS AND MAINTENANCE FILE) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.</p>
		<p>EQUIPMENT RECORDS (APPARATUS OPERATING EXPENSE FILE) (M) Purchase orders of equipment are now found in General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Purchase Orders</p> <p>Reports of expenditures relating to the usage and upkeep of equipment fall under General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Budget Reports.</p>
		<p>EQUIPMENT RECORDS (APPARATUS TEST REPORTS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		EQUIPMENT RECORDS (EQUIPMENT ISSUED TO FIREFIGHTERS AND EMERGENCY PERSONNEL) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EQUIPMENT RECORDS (HOSE RECORDS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EQUIPMENT RECORDS (HOSE TESTS) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		EVACUATION PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		EXPOSURE RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Medical Records.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		FEDERAL ASSISTANCE PROGRAMS REFERENCE RECORDS (M) As reference copies, these records can be destroyed when their reference value ends for the agency.
		FIRE ALARM JOURNAL See Dispatch Records and Recordings.
		FIRE INSPECTION REPORTS (M) See Fire Safety Inspections and Permits.
FIRE INVESTIGATION CASE FILES Confidentiality statute added for criminal investigations. Description modified to allow for agency's decision as to what to include in a fire investigation file. Cross-reference added to Case History File: Felonies and Case History File: Misdemeanors from the Law Enforcement Records standard of the Local Program Schedule.		
		FIRE INVESTIGATION RECORDS See Fire Investigation Case Files.
		FIRE LIMITS ORDINANCES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Ordinances.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
	FIRE SAFETY INSPECTIONS AND PERMITS Item renamed to reflect inclusion of permits.	FIRE SAFETY INSPECTIONS (CM)
		FIXED NUCLEAR FACILITIES PLANS FILE See General Schedule, Standard 8 (Risk Management Records), Nuclear Facilities Plans File. Retention changed from “destroy in office after 3 years” to “destroy in office when superseded or obsolete.”
		HOSE RECORDS (CM) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		HYDRANT RECORDS (CM) HYDRANT RECORDS (LOCATION AND MAIN SIZE) (M) HYDRANT RECORDS (MAINTENANCE AND TEST FILE) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.
		INVENTORY RECORDS FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		LOCAL EMERGENCY PLANNING COMMITTEE MINUTES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Minutes.
		LOCAL EMERGENCY COMMITTEE PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		NATIONAL FLOOD INSURANCE PROGRAM RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), National Flood Insurance Program Records.
		NORTH CAROLINA FIRE ASSOCIATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Membership Records.
		NORTH CAROLINA FIRE CASUALTY REPORT Original copy retained by N.C. State Fire Commission and covered in retention schedule for state agencies.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
<p>NORTH CAROLINA FIRE INCIDENT REPORT Retention for original items remains permanent. Retention for copies provided to other agencies moved to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>		
		<p>NORTH CAROLINA FIREMAN’S PENSION FUND PRINTOUT Removed from schedule. Printouts are not the record copy of the item. The records of the Fireman’s Pension Fund are maintained at the state level. Agencies may create printouts as needed, but they have no responsibility for maintaining printouts as a public record unless the local agency changes its content.</p>
		<p>NOTIFICATION TO CORRECT (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement Records), Violations.</p>
		<p>NUCLEAR CIVIL PROTECTION PLAN See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		OPERATIONS FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Correspondence OR Logistics Materials.
		PATIENT CARE REPORTS (M) See Ambulance Call Reports/Patient Care Reports.
	PHARMACEUTICAL AND NARCOTICS RECORDS Consolidated item added with explanatory description and CFR citation to reflect DEA requirements for tracking administration of controlled substances. Confidentiality statutes also added.	PHARMACEUTICAL RECORDS
		PLANS See Building and Fire Safety System Plans.
		PUMP TEST RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Emergency Drills and Equipment Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		RADIOLOGICAL DEFENSE (RADEF) DATA BANK RADIOACTIVE MATERIAL INVENTORY See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Hazardous Materials Training Records.
		RADIOLOGICAL DATA STATION FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Hazardous Materials Training Records.
		RADIOLOGICAL EQUIPMENT INVENTORY (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		RESOLUTIONS ON ESTABLISHMENT OF LOCAL AGENCY See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Resolutions.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		SAFETY COMMITTEE MEETINGS (CM) SAFETY COMMITTEE AGENDA AND MEETING PACKETS (M) SAFETY COMMITTEE MINUTES (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies.
		SHELTER FACILITY LISTING See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		STATE OF EMERGENCY ORDINANCES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Ordinances.
		SUPERFUND AUTHORIZATION RECOVERY ACT INFORMATION FILE See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Superfund Authorization Recovery Act Information File.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 13: EMERGENCY MEDICAL SERVICES AND FIRE DEPARTMENT RECORDS		
		TRAINING AND EDUCATION FILE (M) See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Education Records.
		VOLUNTEER FIRE/RESCUE DEPARTMENT LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Logistics Materials.
		VOLUNTEER FIREFIGHTERS MEDICAL RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Medical Records.
		VOLUNTEER FIREFIGHTERS PERSONNEL RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Personnel Records (Official Copy).

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 14: PARKS AND RECREATION RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
		ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION) (CM) ACCIDENT/INCIDENT REPORTS (PARKS & RECREATION) (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Accident/Incident Reports (Customer and Employee).
		ANNUAL ACTIVITY REPORT See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ATHLETIC PROGRAM FILE (M) See Recreation Programs.
		BIRTH CERTIFICATES (REFERENCE COPIES) See Recreation Programs.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
		FACILITY USE PERMITS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE (CM) INTERNATIONAL FEDERATION OF PARKS AND RECREATION ADMINISTRATION FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Membership Records.
		INVENTORY OF FACILITIES (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		MAPS FILE (M) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System), Maps: Parks.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
<p>OFFICIALS FILE Description revised to:</p> <p>Records concerning individuals who officiate games. Includes schedule and correspondence (including e-mail).</p> <p>SEE ALSO: GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES, Payroll and Earnings Records (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS) or Seasonal and Contract Worker Records (STANDARD 6: PERSONNEL RECORDS) for disposition of payment records.</p> <p>Item b) deleted from Disposition Instructions</p>		
		<p>PARKS AND RECREATION AGENDA AND MEETING PACKETS FILE (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Agenda and Meeting Packets.</p>
		<p>PARKS AND RECREATION BOARD MEETINGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Public Bodies: Minutes.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
<p>PARKS PLANNING FILE Description revised to Records concerning and to refer to all parks not just county or municipality. References to Comprehensive Plans and Maps updated to current general schedule standard.</p>		
		<p>PROMOTIONAL LEAFLETS AND BROCHURES (M) See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.</p>
		<p>RATE AND FEE REGULATION (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Rates and Fee Schedules.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
<p>RECREATION PROGRAMS Fees Paid added to description (CM)</p> <p>Disposition Instruction changed to:</p> <p>A) Destroy age verification records when reference value ends</p> <p>B) Destroy in office remaining records after 3 years (M) (CM)</p> <p>Description includes minor changes including change to Records concerning. Citation to GS132-1.12 added (M).</p>		
		<p>RECREATION EQUIPMENT RECORDS (CM) RECREATION EQUIPMENT RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Repair, and Inspections Records.</p>
		<p>RELEASE FORMS (CM) RELEASE FORMS (M) See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Release Forms.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 14: PARKS AND RECREATION RECORDS		
		RESERVATION RECORDS (CM) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		RULES AND REGULATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Administrative Directives, Regulations, and Rules
		SPECIAL EVENTS PROGRAM FILE (CM) SPECIAL EVENTS PROGRAM FILE (M) See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Fund Drive and Event Records.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG

**STANDARD 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS**

The most noticeable change from previous schedules is that the title has been amended from Planning and Zoning to Planning and Regulation of Development in accordance with changes implemented in G.S. § 160A-360 (repealed effective January 1, 2021).

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
		APPEARANCE COMMISSION AGENDA AND MEETING PACKETS FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies
		APPEARANCE COMMISSION MINUTES (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets
		APPEARANCE COMMISSION PROJECT FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Projects
		ASSESSMENT RECORDS FILE (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
		BOARD OF ADJUSTMENT AGENDA AND MEETING PACKETS (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets
	BOARD OF ADJUSTMENT CASE FILES AND INDEXES Combined previous Board of Adjustment Case File and Board of Adjustment Case Index Records	
		BOARD OF ADJUSTMENT MINUTES (County Management, Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Minutes of Public Bodies
	CERTIFICATES OF APPROPRIATENESS FILE Issued by the Historic Preservation Commission and retained for life of structure.	
COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: ADMINISTRATIVE Final reports added to item to allow for historical value retention.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: APPLICATIONS Disposition added for rejected applications. Final reports removed from item and added to CDBG Administrative records.		
	COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: OUTSTANDING LOAN BALANCES	
	COMMUNITY DEVELOPMENT BLOCK GRANTS RECORDS: SUBJECT TO REVERSION OF ASSETS PROVISIONS OR CHANGE OF USE OF REAL PROPERTY	
COMPREHENSIVE PLAN AND AMENDMENTS FILE Modified to excise "Land Use" from title to coincide with definition given in G.S. 160D 1-2. Modified "b" disposition to read "remaining records" instead of listing specific titles.		
EASEMENT RELEASE REQUEST FILE Removed "approved by the Planning Board" from description as statute does not dictate who has approval authority and is performed by more than just the planning board.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
		FEASIBILITY STUDIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
MASTER SUMMARY (LOG OR REGISTER) Retention changed from “permanent” to “destroy when superseded/obsolete.” The Log itself is permanent but the information added to the log is what the retention instructions should be applied to.		
		ORTHOPHOTOGRAPHY (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagery.
		PHOTOGRAPHS AND NEGATIVES (AERIAL) (County Management) See General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Layers: Orthoimagery.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
		PLANNING AND ZONING BOARD MEETINGS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Agenda and Meeting Packets and Minutes of Public Bodies.
		PLANNING AND ZONING STUDIES (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan and Projects.
		PRELIMINARY SUBDIVISION AND GROUP DEVELOPMENT SITE PLANS See Subdivisions.
		REDEVELOPMENT PLANNING RECORDS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS		
		REFERRED PROJECTS (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
SPECIAL USE PERMIT RECORDS AND INDEX FILE Amended to change "Conditional Use" to "Special Use" to fit definitions given in G.S. 160D. Also removed "sign permits and temporary use" permits from description as these are covered under Permits: Zoning Compliance.		
		STREET NAMES AND CHANGES OF STREET NAMES FILE (County Management) (Municipal) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
SUBDIVISION RECORDS "Maps" and "plats" removed from item description. Cross-reference added to Maps, Plats, and Other Drawings.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 15: PLANNING AND REGULATION OF DEVELOPMENT RECORDS</i>		
VARIANCES Retention changed to now maintain item permanently in the minutes of the Board of Adjustment or other governing body.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS

General note: In the case of many grant-funded records, numerous new records series have been added to reflect the very precise retention requirements for these records established by the federal government.

Community Development Block Grant records moved to Standard 15: Planning and Regulation of Development Records.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS		
		CDBG RECORDS See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Community Development Block Grant (CDBG) Records: Administrative, Applications, Outstanding Loan Balances, AND Records Subject to Reversion of Assets Provisions or Change of Use of Real Property.
	CONTINUUM OF CARE RECORDS	
	CRIMINAL RECORDS CHECKS	
	EMERGENCY SOLUTIONS GRANTS RECORDS	
	HOME INVESTMENT PARTNERSHIPS PROGRAM RECORDS	LAND MARKETING AND DEVELOPMENT RECORDS PROPERTY MANAGEMENT RECORDS REHABILITATION LOAN RECORDS RELOCATION RECORDS
	HOUSING ASSISTANCE FOR PERSONS WITH DISABILITIES	

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 16: PUBLIC HOUSING AUTHORITIES AND REDEVELOPMENT COMMISSION RECORDS		
	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS RECORDS	
	LANDLORD MONITORING RECORDS	
REDEVELOPMENT PLANS Changed title to encompass approved as well as rejected plans; added description; clarified disposition instructions for approved vs. rejected projects		CERTIFICATION FILE

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		<p>ACCREDITATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.</p>
		<p>AGENCY LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>APPLICATIONS FOR AWARDS If application is for employee awards, see General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Service Awards and Commendations. For application is for public awards, see General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Community Awards.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		<p>CALL IN LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Vehicle Maintenance, Repair, and Inspection Records AND Standard 5 (Information Technology Records) Voice Over Internet Protocol (VoIP) Records.</p>
		<p>CUSTOMER (RIDER) ALERTS See General Records Schedule: Local Government Agencies, Standard 7 (Public Relations Records), Publicity Records.</p>
		<p>DISPATCH RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>LOST AND FOUND RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Lost, Stolen, or Damaged Property Reports.</p>
		<p>NATIONAL TRANSIT DATABASE (NTD) REPORT See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		<p>OPERATOR BID RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Bids for Purchase.</p>
		<p>OPERATOR SCHEDULING AND ASSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies and Standard 4 (Human Resources Records), Work Schedules and Assignments.</p>
		<p>RADIO DISPATCH RECORDINGS AND LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies</p>
		<p>RIDERSHIP REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		ROUTE MAINTENANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.
		ROUTE REQUESTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Citizen Comments, Complaints, Petitions, and Service Requests
		SAFETY CERTIFICATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		SERVICE PERFORMANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Performance Reviews.
		SERVICE PLANNING AND DEVELOPMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Strategic Plan.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		<p>SHELTER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Blueprints and Specifications AND Inventories.</p>
		<p>SHUTTLE LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>TERMINAL DISPATCH RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>TICKET CONSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories</p>
		<p>TRANSPORTATION SYSTEM OPERATIONS REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		TRANSPORTATION SYSTEM SERVICE PERFORMANCE EVALUATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records.
		TRANSPORTATION SYSTEM STATISTICAL RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRIP REQUESTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Citizen Comments, Complaints, Petitions, and Service Requests
		VEHICLE BREAKDOWN RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records and Work Orders

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 17: PUBLIC TRANSPORTATION SYSTEMS RECORDS		
		VEHICLE OPERATOR INSTRUCTIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment and Vehicle Reference Records
		VEHICLE USAGE LOGS (SHEETS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS

This standard combines the Municipal Schedule Standard 17, Public Utilities and Environmental Management Records, and the County Management Schedule Standard 15, Public Utilities and Waste Management Records. To ease searching, records series have been loosely grouped into the categories Environmental Records, Erosion Control Records, Flood Control Records, Utilities Records, and Water Quality Records. This change log indicates name changes under “changes” and the Municipal and County items that have been superseded under “discontinued items.” Some overlap was found with County Management Schedule Standard 5, Code Enforcement and Inspection Records. In these cases, the records series can now be found on the Local Government Program Schedule Standard 12, Code Enforcement and Inspection.

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		ABANDONED UTILITY LINE RECORDS See Program Records Schedule: Local Government Agencies , Standard 18 (Public Utilities And Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		AIR POLLUTION SOURCE INFORMATION (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Air Pollution Source Information.
		ANNUAL REPORTS: UTILITIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		ASBESTOS DISPOSAL FILE (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.
		BATTERY COLLECTION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.
		CABLE TELEVISION FRANCHISE RECORDS Service reports repealed by Session Law 2018-145. Remaining functions performed at state level by NC Department of the Secretary of State as of 2007 according to G.S. 66-351.
		CHRONOLOGY FILE (M) Item removed. Records in chronology file should be treated under their appropriate category in this schedule. Copies of records compiled in a ready reference file do not create new record copies.
		COMMUNITY WATER SYSTEM PERMIT (M) Record copy created and issued by N.C. Department of Environmental Quality. Copy kept at local level is a reference copy.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		COMPLAINTS (EROSION AND SEDIMENT CONTROL) (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests.
ENVIRONMENTAL: COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS Background surveys, studies, reports, and drafts integrated into Disposition (b), destroy in office when superseded or obsolete. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan.		COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN AND AMENDMENTS (M)
		CONSTRUCTION DRAWINGS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Blueprints and Specifications.
		COUNTY LANDFILL RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		CUSTOMER ACCOUNT HISTORIES (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable for financial history. See Environmental: Customer Usage Records for usage history.
		CUSTOMER DEPOSIT RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
		CUSTOMER FINANCIAL RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
ENVIRONMENTAL: CUSTOMER USAGE RECORDS		CUSTOMER USAGE RECORDS
		CUSTOMER WORK ORDERS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests.
ENVIRONMENTAL: DAILY DISPOSAL TICKETS		DAILY DISPOSAL TICKETS (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
UTILITIES: DAILY WATER AND WASTEWATER FACILITY OPERATORS LOGS Description of item added. Disposition order reversed to reflect that wastewater treatment facility logs are retained longer than those of water treatment facilities.		DAILY FACILITY OPERATORS LOGS AND REPORTS (M)
		DAILY PLANT RECORDS (M) If waste or wastewater treatment plant, see Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Daily Water and Wastewater Facility Operators Logs. If other facility, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>DAILY REPORT OF OPERATIONS AND COSTS (M) If waste or wastewater treatment plant, see Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Daily Water and Wastewater Facility Operators Logs.</p> <p>If other facility, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies AND Standard 2 (Budget, Fiscal, and Payroll Records), Budget Reports.</p>
		<p>DAILY TRIP REPORTS/LOGS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.</p>
		<p>DAM CONSTRUCTION FILES (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records: Core.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		DAM OPERATIONS AND MAINTENANCE FILES (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Infrastructure Maintenance Records.
		DIRECT DRAFT AUTHORIZATIONS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Electronic Funds Transfers (EFT).
ENVIRONMENTAL: DISCHARGE MONITORING REPORTS Order of dispositions changed to place longest retention requirements (NPDES reports and annual reports) ahead of daily reports.		DISCHARGE MONITORING REPORTS (M)
		DRIVERS' DAILY REPORTS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		DROUGHT CONTINGENCY PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Drought Contingency Plans.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>UTILITIES: ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS Description of item added.</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan.</p> <p>Disposition changed. Records are no longer permanent. If records are an element of the Comprehensive Plan, destroy in office when reference value ends. If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</p>		<p>ELECTRIC POWER AND NATURAL GAS FACILITY ENGINEERING AND SYSTEM PLANS (M)</p>
<p>UTILITIES: ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS</p>		<p>ELECTRIC POWER AND NATURAL GAS PERMITS AND APPROVAL RECORDS (M)</p>
		<p>ELECTRIC POWER AND NATURAL GAS SYSTEM INSPECTIONS AND TESTS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS Disposition (b) removed; disposition for all records now destroy in office 3 years after equipment is no longer owned and/or operational.		ELECTRIC POWER AND NATURAL GAS SYSTEM MAINTENANCE AND REPAIR RECORDS (M)
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Comprehensive Plan. Disposition changed from retain in office permanently to retain in office for life of system and then destroy.		ELECTRIC POWER AND NATURAL GAS SYSTEM MANAGEMENT PLANS (M)
UTILITIES: ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS Disposition (a) modified for pre-approval and final approval letters from retain permanently to retain for life of system and then destroy.		ELECTRIC POWER AND NATURAL GAS SYSTEM PROJECT RECORDS (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		ENFORCEMENT CASES: EROSION AND SEDIMENT CONTROL (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Erosion and Sediment Control Enforcement Cases.
		ENGINEERING REPORTS FILE (M) See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.
EROSION CONTROL: EROSION AND SEDIMENT AFFIDAVITS		EROSION AND SEDIMENT AFFIDAVITS (M)
EROSION CONTROL: EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS		EROSION AND SEDIMENT CONTROL EXHIBIT RECORDS (M)
		EROSION AND SEDIMENT CONTROL NOTICE OF VIOLATIONS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Building and Housing.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL INSPECTIONS Description of item added.</p> <p>Disposition changed from destroy in office 3 years after final site inspection to destroy in office 6 years after final site inspection.</p>		<p>EROSION AND SEDIMENT CONTROL INSPECTIONS (M)</p>
		<p>EROSION AND SEDIMENT CONTROL PERMIT LOGS (M) See Erosion Control: Erosion and Sediment Control Permits.</p>
		<p>EROSION AND SEDIMENT CONTROL PERMIT RECEIPT BOOKS (M) See Erosion Control: Erosion and Sediment Control Permits.</p>
<p>EROSION CONTROL: EROSION AND SEDIMENT CONTROL PLANS Description of item revised to specify that item includes revisions, addendums, and records delineating who is financially responsible for the project.</p> <p>Disposition of approved plans changed from destroy in office 6 years after approval or last revision and/or addendum to destroy in office 3 years after expiration.</p>		<p>EROSION AND SEDIMENT CONTROL PLANS (M)</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		EROSION AND SEDIMENT CONTROL TRADES CERTIFICATIONS (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		EXEMPTION (VARIANCE) RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Exemption (Variance) Records.
		FINAL INSPECTION REPORTS (M) See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.
		FINANCIAL RESPONSIBILITY AND OWNERSHIP RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records: Engineering and Compliance.
	FLOOD CONTROL: FLOOD CERTIFICATIONS	
	FLOOD CONTROL: FLOOD STUDIES	

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>GARBAGE SERVICE FILE (M) See Environmental: Comprehensive Solid Waste Management Plan and Amendments AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests AND Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.</p>
		<p>GROUNDWATER MONITORING RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Groundwater Monitoring Records.</p>
		<p>HAZARDOUS WASTE DISPOSAL RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Hazardous Materials Management.</p>
		<p>ILLEGAL DUMPING FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Illegal Dumping File.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		INFORMATION AND WORKING FILE (M) Removed from schedule as information and working files are considered records with transitory or reference value until they are placed into another item.
UTILITIES: PUBLIC UTILITIES INSPECTION FORMS		INSPECTION FORMS (M)
		INSPECTIONS (EROSION AND SEDIMENT CONTROL) (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.
		INSPECTOR WORKSHEETS/NOTES (M) Item removed from schedule. Worksheets and notes have transitory value. Inspections are records of longer-term value.
WATER QUALITY: LABORATORY OPERATIONS RECORDS Description clarified to specify that records pertain to certification obtained by agency.		LABORATORY OPERATIONS RECORDS (M)
		LANDFILL INSPECTION RECORDS (M) See Environmental: Landfill Operational Plan.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
ENVIRONMENTAL: LANDFILL MONITORING REPORTS (M) Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Audits: Performance. Retention citation added: 15A NCAC 13B .1626(10)		LANDFILL MONITORING REPORTS (M)
ENVIRONMENTAL: LANDFILL OPERATIONAL PLAN Disposition changed from retain in office permanently to destroy in office when superseded or obsolete. Authority citation added: G.S. 130A-309.09D		LANDFILL OPERATIONAL PLAN (M)
ENVIRONMENTAL: LANDFILL PERMITS Description for item added Disposition split into two groups of records: Retain construction and operation permits for life of system and then destroy, while all other permits and related records are eligible for destruction after the 5-year reporting period is complete.		LANDFILL PERMITS (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		LANDFILL TONNAGE AND COST FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Landfill Tonnage and Cost File.
UTILITIES: LANDLORD AGREEMENTS Disposition modified to destroy in office 3 years after expiration of agreement.		LANDLORD AGREEMENTS
		LEAD AND COPPER COMPLIANCE RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Lead and Copper Compliance Records.
		LIFT STATION INFORMATION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		LINE INSPECTION MAPS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		LOAD INSPECTION RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.
UTILITIES: MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS) Cross-reference added to General Records Schedule: Local Government Agencies, Standard 3 (Geographic Information System (GIS) Records), Maps: All Other. Disposition modified from retain permanently to retain for life of system and then destroy.		MAPS (UTILITY INSTALLATIONS & DISTRIBUTIONS)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		METER RECORDS (ELECTRIC, WATER, GAS) (CM) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Electric Power and Natural Gas System Maintenance and Repair Records.
		METER READING RECORDS (ELECTRIC, WATER, GAS) (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Customer Usage Records.
UTILITIES: METER INSTALLATION, TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) Description of item added. Dispositions changed. For records verifying installation of meter, destroy in office 3 years after equipment is no longer owned and/or operational. For notices to property owners of approval of utility installation, destroy in office after 2 years. For remaining records, destroy in office when reference value ends.		METER TESTING AND CALIBRATION RECORDS (ELECTRIC, WATER, GAS) (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		MONTHLY REPORTS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		MONTHLY REPORTS (LOCAL) (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ENVIRONMENTAL: NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE Description of item added. Disposition changed from destroy when reference value ends to one year after resolution.		NOTICE OF VIOLATIONS FOR IMPROPER DISCHARGE OR DISPOSAL FILE (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		NOTICE TO PROPERTY OWNERS OF APPROVAL OF WATER UTILITY INSTALLATION (CM) NOTICE TO PROPERTY OWNERS OF APPROVAL OF UTILITY INSTALLATION (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Meter Installation, Testing, and Calibration Records (Electric, Water, Gas)
ENVIRONMENTAL: OUTSIDE WASTE CLEARANCE RECORDS		OUTSIDE WASTE CLEARANCE RECORDS
		PARTICIPATION CONTRACTS (M) See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Contracts, Leases, and Agreements.
		PERIODIC INSPECTION REPORTS OF INDUSTRIAL FACILITIES (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Inspections.
EROSION CONTROL: EROSION AND SEDIMENT CONTROL PERMITS		PERMITS (EROSION AND SEDIMENT CONTROL) (M)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		PRELIMINARY PLAN REVIEW FILE (M) See Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Planning Review Case File.
WATER QUALITY: PRETREATMENT PROGRAM RECORDS		PRETREATMENT PROGRAM RECORDS
UTILITIES: PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS Disposition for as built plans and specifications changed from retain permanently to retain for life of system and then destroy. Dispositions re-ordered from longest length of required retention to shortest.		PUBLIC UTILITIES SYSTEM ENGINEERING, MAINTENANCE, AND REPAIR RECORDS (CM)
		RATE SCHEDULES (M) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Rate and Fee Schedules.
		RECYCLING TONNAGE RECORDS (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
	UTILITIES: RECYCLING WATER RECORDS	
		REPORTS: RECYCLING TONNAGE (CM) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		ROUTINE REPORTS (SANITATION) (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SANITARY LANDFILL INSPECTIONS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.
<p>WATER QUALITY: PUBLIC WATER SANITARY SURVEY RECORDS</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Audits: Performance.</p> <p>Disposition added for documentation of correction measures to destroy those records 2 years after their implementation.</p>		SANITARY SURVEY RECORDS

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SCALE HOUSE VIDEO MONITORING RECORDINGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Office and Property Security Records.
		SERVICE AGREEMENTS See General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Contracts, Leases, and Agreements.
UTILITIES: SERVICE INTERRUPTION RECORDS		SERVICE INTERRUPTION RECORDS
WATER QUALITY: SEWER JETTING AND VECTORING RECORDS		SEWER JETTING AND VECTORING RECORDS
WATER QUALITY: SLUDGE TREATMENT RECORDS Description modified to clarify that documentation is "conducted by or for agency."		SLUDGE TREATMENT RECORDS
		SOLID WASTE CONVENIENCE CENTER FILE See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SOLID WASTE MANAGEMENT VIOLATION RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Solid Waste Management.
		SOLID WASTE REPORTS (M) See General Record Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		SOLID WASTE SERVICE FILE See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Comprehensive Solid Waste Management Plan and Amendments AND General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records, Constituent Comments, Complaints, and Service Requests AND Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
	WATER QUALITY: STORMWATER DEVIATION PERMITS	

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		SURETY BOND INFORMATION (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Bond Closing Records AND Bond Register AND Bonds, Notes, and Coupons.
UTILITIES: TAP AND HOOK UP RECORDS Confidentiality citation added: G.S. 132-1.1(c).		TAP AND HOOK UP RECORDS
EROSION CONTROL: TROUT BUFFER VARIANCES Cross-reference added to Program Records Schedule: Local Government Agencies, Standard 15 (Planning and Regulation of Development Records), Variances. Authority citation added: 15A NCAC 04B .0125		TROUT BUFFER VARIANCES (M)
ENVIRONMENTAL: REPORTS SUBMITTED TO U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)		U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) REPORTS (M)
		VALVE OPERATION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Valve Operation File.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
WATER QUALITY: VIOLATION RECORDS		VIOLATION RECORDS (M)
		WASTE ELECTRONICS COLLECTION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.
		WASTE OIL COLLECTION FILE (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Discharge Monitoring Reports.
UTILITIES: WASTEWATER MAINTENANCE OPERATION REPORTS		WASTEWATER MAINTENANCE OPERATION REPORT (M)
		WASTEWATER POLLUTION CONTROL AND ABATEMENT RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Wastewater Pollution Control and Abatement Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		WASTEWATER QUALITY ANALYSIS RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Wastewater Quality Analysis Records.
		WATER ANALYSIS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Analysis.
		WATER AND SEWER PROJECTS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		WATER AND WASTEWATER FACILITY ENGINEERING AND SYSTEM PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
UTILITIES: WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS Order of dispositions reversed to place records for permanent value first.		WATER AND WASTEWATER PERMITS AND APPROVAL RECORDS (M)
WATER QUALITY: WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS		WATER AND WASTEWATER SYSTEM INSPECTIONS AND TESTS (M)
		WATER AND WASTEWATER SYSTEM MAINTENANCE AND REPAIR RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.
		WATER AND WASTEWATER SYSTEM MANAGEMENT PLANS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		<p>WATER AND WASTEWATER SYSTEM PROJECT RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Utilities: Public Utilities System Engineering, Maintenance, and Repair Records.</p>
		<p>WATER CONSERVATION VIOLATION NOTICES (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Violations: Water Conservation.</p>
		<p>WATER STOCK PURCHASE RECORDS (M) See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.</p>
		<p>WATER SYSTEM OPERATIONS RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water System Operations Records.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 18: PUBLIC UTILITIES AND ENVIRONMENTAL/WASTE MANAGEMENT RECORDS		
		WATER TANKS, SPECIFICATIONS, AND BOOSTER STATIONS FILE (M) See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement and Inspection Records), Water Tanks, Specifications, and Booster Stations File.
		WEIGH TICKETS/SCALE RECORDS (M) See Program Records Schedule: Local Government Agencies, Standard 18 (Public Utilities and Environmental/Waste Management Records), Environmental: Landfill Operational Plan.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



SECTION 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
<p>APPRAISAL REPORTS Description for item now specifies that it covers “records appraising privately owned land for compensation in eminent domain projects.” Added cross-reference to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.</p>		<p>APPRAISAL REPORTS FILE</p>
		<p>COMPLIANCE RECORDS See Program Records Schedule: Local Government Agencies, Standard 19: Street Maintenance, Public Works, and Engineering Records), Project Records – Engineering and Compliance.</p>
		<p>EMERGENCY OPERATIONS PLANS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.</p>
		<p>ENVIRONMENTAL ASSESSMENT RECORDS See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Project Records – Engineering and Compliance.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
	INFRASTRUCTURE MAINTENANCE RECORDS FILE	MAINTENANCE RECORDS FILE
		PEST CONTROL RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Pest Control.
	PROJECT RECORDS: CANCELLED	PRE-PROJECT RECORDS
<p>PROJECT RECORDS – ENGINEERING AND COMPLIANCE This item now includes records previously found under Compliance Records and Environmental Assessment Records.</p> <p>Grants removed from description. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Grants, and Standard 2 (Budget, Fiscal, and Payroll Records), Grants: Financial.</p> <p>Payroll removed from description. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Payroll and Earnings Records.</p>		PROJECT RECORDS – ENGINEERING

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		<p>PROJECT RECORDS – WORK PAPERS Working Papers are public records, but they are no longer included on the schedule as the only records with long-term value are the final versions of the project records, as documented in Project Records – Cancelled, Project Records – Core, and Project Records – Engineering and Compliance.</p>
		<p>PROJECT TRACKING RECORDS When these records have long-term value, they are now consolidated into either Project Records – Cancelled, Project Records – Core, or Project Records – Engineering and Compliance.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
<p>RIGHT-OF-WAY ACQUISITION WORKING RECORDS Includes working versions of items previously found under Right-of-Way Acquisition Records</p> <p>Cross-reference added to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.</p> <p>Final versions of Acquisition Records fall under the Easements and Right-of-Way Records in the General Records Schedule: Local Government Agencies; this item includes only working papers.</p> <p>Right-of-Way Acquisition Working Records have a retention period of three years rather than a permanent retention in office.</p>		<p>RIGHT-OF-WAY ACQUISITION RECORDS</p>
		<p>RIGHT-OF-WAY APPRAISAL RECORDS See General Records Schedule: Local Government Agencies Standard 6 (Legal Records), Easements and Right-of-Way Records.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
		RIGHT-OF-WAY CORRESPONDENCE FILE See Program Records Schedule: Local Government Agencies, Standard 19 (Street Maintenance, Public Works, and Engineering Records), Right-of-Way Acquisition Working Records.
		STREET CLEANING RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies. Follow the disposition instructions under this item based on the kind of report generated by street cleaning efforts.
STRUCTURAL MAINTENANCE AND ANALYSIS RECORDS Disposition A modified to allow for destruction three years after the end of life of a permanent structure. Now includes a cross-reference to General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Blueprints and Specifications.		

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS		
<p>SURVEY FIELD RECORDS Records that do not have historical value are now to be retained until superseded or obsolete, rather than when reference value ends. Cross-reference added to General Records Schedule: Local Government Agencies, Standard 6 (Legal Records), Easements and Right-of-Way Records.</p>		
		<p>TESTING AND INSPECTION RECORDS See Program Records Schedule: Local Government Agencies, Standard 12 (Code Enforcement), Building and Road Permitting and Inspection Records.</p>
		<p>TRAFFIC ACCIDENT DATA FILE See General Records Schedule: Local Government Agencies, Standard 4 (Information Technology Records), Data Documentation Records.</p>
	<p>TRAFFIC VIDEO RECORDINGS AND DATA Includes the metadata generated by video recordings as well as the recordings themselves.</p>	<p>TRAFFIC CAMERA RECORDINGS</p>
		<p>TRAFFIC OPERATIONS PROGRAM FILE Records from the TOPICS program deleted from schedule as program is no longer active.</p>

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
<i>Standard 19: STREET MAINTENANCE, PUBLIC WORKS, AND ENGINEERING RECORDS</i>		
		TRAFFIC SIGNAL FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Vehicle, and Facility Usage Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		ABANDONED MOTOR VEHICLES (AMV) FILE See Auction Records.
		ACCREDITATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Accreditation Records.
		ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ALARM CALL REPORTS Amended description to include residences.		
		ALERTS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		AMBULANCE CALL RECORDS See Program Records Schedule for Local Government Agencies, Standard 13 (Emergency Medical Services and Fire Department Records), Ambulance Call Reports (ACR)/Patient Care Reports (PCR).
	ARREST PROCESSING RECORDS Merging of Arrest Processing: DWI Tracking Records and Arrest Processing: Tracking Records	
		AUTOMOBILES AND PROPERTY IN STORAGE: SALES AND REPORTS RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies, and Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.
		BASIC TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Law Enforcement Training.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		BICYCLE REGISTRATION See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		BINGO LICENSURE RECORDS Original records created and retained by Department of Public Safety. For copies, see General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File.
		BREATHALYZER RECORDS See Chemical Analysis Records.
		CASE HISTORY FILE: CASES NOT OFFICIALLY INVESTIGATED Covered by various items on Law Enforcement standard of Local Government Program Schedule
DRUG AND ALCOHOL TESTING RECORDS Revised title and description to include DWI and Breathalyzer Records		

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		CITIZEN COMPLAINTS/ADMINISTRATIVE INVESTIGATION RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Constituent Comments, Complains, Petitions, and Service Requests.
		COMMENDATION LETTERS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Service Awards and Commendations.
		COMMUNICATIONS RECORDS (REQUESTS AND RECEIPTS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Requests for Information.
		CONFIDENTIAL FUNDS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.
		CRIME PREVENTION RECORDS See Crime Analysis Records.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		CRIMINAL HISTORY RECORDS See Arrest Reports, Fingerprint Cards, and Identification Photographs.
		DAILY BULLETINS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.
		DETENTION FACILITY INSPECTION REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Facility Maintenance, Repair, and Inspection Records.
DETENTION FACILITY INCIDENT REPORTS Title changed from INCIDENT REPORTS: DETENTION FACILITY		
DETENTION FACILITY PHYSICAL FORCE RECORDS Title changed from Physical Force Records		
		DOMESTIC VIOLENCE: ACTIVITY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		DOMESTIC VIOLENCE CASE FILES: CLOSED (COPIES) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by court system.
		DRIVER'S LICENSE REVOCATIONS FILE See respective case file related to revocation
		DRIVING WHILE IMPAIRED (DWI) REPORTS FILE See Chemical Analysis Records.
		DWI KNOLL MOTIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by court system.
	ELECTRONIC RECORDINGS OF INTERROGATIONS	
		ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) See Electronic Recordings of Interrogations (Juvenile and Certain Felonies).

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		EMERGENCY ACTION RECORDS See General Records Schedule: Local Government Agencies, Standard 8 (Risk Management Records), Disaster and Emergency Management Plans.
		EQUIPMENT INVENTORY AND ISSUANCE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		EXTRADITION CASE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original maintained by Office of the Governor.
		FALSE ALARM REPORTS AND VIOLATIONS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		FEDERAL FIREARMS NOTIFICATION RECORDS Copies. Originals maintained by federal government.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		FEDERAL FOREFEITURE RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Grants, and Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable and Grants: Financial.
FIELDS OBSERVATIONS Removed "Reports" from Title		
		FINGERPRINT CARDS (LATENT) See Fingerprint Cards.
		FIREARMS RANGE FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment, Facility, and Vehicle Usage Records.
		FIREARMS TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Aptitude and Skills Testing Records and Standard 6: Law Enforcement Training.
		HANDGUN PERMITS See Permits: Concealed Weapons and Handguns.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		HOUSE AND SPECIAL CHECK REQUESTS See Incident Response Reports.
		IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE DETAINEE RECORDS) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original records maintained by County Sheriff's Department.
		INCIDENT REPORTS: DETENTION FACILITY See Incident Response Reports
INMATE DEATH REPORTS Renamed from Death of Inmate Reports		
INMATE INCARCERATION RECORDS Removed "(Active and Inactive)" from title.		
INMATE RESEARCH REQUESTS Changed Title from Inmate Law Library (Research) Requests		
		INTERNAL AFFAIRS CASE RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Administrative Investigations.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
	<p>LABORATORY CASE RECORDS Included to cover investigative agencies which create and maintain laboratory records as part of criminal investigations. Records created and maintained separately from State Bureau of Identification.</p>	
	<p>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</p>	
		<p>LIST OF INMATE REPORTS Reports delivered to and maintained by Clerk of Superior Court</p>
		<p>MASTER INDEX FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Indices.</p>
		<p>MOBILE UNIT VIDEO TAPES See Law Enforcement Audio and Video Recordings.</p>
		<p>MODIFIED DIET REQUESTS (INMATES) See Inmate Meal Records.</p>

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		MONTHLY CONFINEMENT (JAIL) REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Original records by Department of Health and Human Services.
		MUTUAL AID AGREEMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Dual Employment.
		OBSERVATION REPORTS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		PARKING METER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		PARKING METER COLLECTIONS RECORDS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Receivable.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		PAROLE COMMISSION NOTIFICATION REPORTS Records received and retained by North Carolina Post-Release Supervision & Parole Commission
PAWNSHOP RECORDS Title changed from Pawnshop Cards		
		PEER COUNSELING (LAW ENFORCEMENT) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Projects, Standard 1: Reports and Studies, and Standard 7 (Public Relations Records), Conferences and Workshops.
	PERMITS: CONCEALED WEAPONS AND HANDGUNS	
		PERSONAL HISTORIES OF KNOWN OR SUSPECTED LAW BREAKERS See Arrest Reports, Fingerprint Cards, and Identification Photographs.
		PERSONNEL INSPECTION REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		PHYSICAL FORCE RECORDS See Detention Facility Incident Reports.
		POLYGRAPH AND DRUG SCREENING PROGRAM See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
PROPERTY RECORDS Consolidated Confiscated, Evidence, Stolen/Recovered, and Unclaimed Property records		
		PURSUIT LOGS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		REIMBURSEMENT REQUESTS FOR INMATES CONFINED LOCALLY See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll Records), Accounts Payable.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		SHIFT ASSIGNMENT RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Work Schedules and Assignments.
		SPECIAL ORDER RECORDS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Policies and Procedures.
		SQUAD LEADER PROMOTION FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Performance Reviews, and Standard 6: Position Evaluations.
		STATISTICAL REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		STOLEN MOTOR VEHICLES FILE See Case Files: Misdemeanors, Case Files: Felonies, and Incident Response Reports.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		TAXICAB INSPECTION AND LICENSING FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
		TOWED/SEIZED VEHICLE INVENTORIES See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Inventories.
		TRAFFIC CITATION AND PARKING TICKET, RECORDS OF DATES TURNED IN BY POLICE OFFICER See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRAFFIC STOP REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		TRAINEE INTERN PROGRAM FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Internship Program.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		TRAINING ATTENDANCE FILE See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records.
		TRAINING RECORDS See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Law Enforcement Training.
		TRAINING RECORDS: PERSONNEL See General Records Schedule: Local Government Agencies, Standard 4 (Human Resources Records), Training and Educational Records, and Standard 6: Law Enforcement Training.
		TRANSIENT SOLICITOR REGISTRATION FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Miscellaneous (Non-Building) Applications, Licenses, and Permits.
TRESPASS RECORDS Amended title and description. Adjusted disposition instructions.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		UNIFORM CRIME REPORTS (UCR) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		VEHICLE INSPECTION AND INVENTORY REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Equipment and Vehicle Maintenance, Repair, and Inspection Records.
		WANTED PERSONS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Bulletins.
		WARNING TICKETS See Traffic Citations and Warnings.
		WARRANTS FILE See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reference (Reading) File. Official records are stored with the Administrative Office of the Courts.

Attachment: localprogramschedule_changelog_2021_final (2021 Local Government Retention Schedule)

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 20: LAW ENFORCEMENT RECORDS (MUNICIPAL)		
		WARRANTS REGISTER See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		WORK RELEASE EARNINGS REPORTS See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
		WRECKER SERVICE RECORDS See Vehicle Towing Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



STANDARD 21: TAX RECORDS (MUNICIPAL)

CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		ANNUAL REPORT ON PUBLIC DEPOSITS Record custodian is Department of the State Treasurer. Copies retained in municipal tax office are reference copies and may be destroyed at agency's discretion.
		ASSESSED VALUATION AND LEVIES REPORT Record custodian is North Carolina Department of Revenue. Copies retained in municipal tax office are reference copies and may be destroyed at agency's discretion.
	BEER AND WINE TAXES AND RECORDS	
		BICYCLE LICENSE RECEIPTS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll records), Accounts Receivable.
		MOTOR VEHICLE LICENSE PLATE/DECAL RECORDS NC DMV has sole authority to issue motor vehicle license plates and decals. Series therefore removed from schedule.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		MOTOR VEHICLE LICENSE RECEIPTS See General Records Schedule: Local Government Agencies, Standard 2 (Budget, Fiscal, and Payroll records), Accounts Receivable.
	MUNICIPAL VEHICLE TAX RECORDS	
<p>PRIVILEGE LICENSES, TAXES, AND FEES RECORDS Includes privilege licenses, privilege license citation records, privilege tax ledgers, and privilege tax receipts.</p> <p>Applies only to general privilege tax items as authorized by G.S. 160A-194. Specific privilege licenses authorized by other statutes are found in Animal Licensing Records, Beer and Wine Taxes and Records, Municipal Vehicle Tax Records, and Taxicab and Limousine Tax Records.</p>		PRIVILEGE LICENSES See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		PRIVILEGE LICENSE CITATION RECORDS See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
		PRIVILEGE TAX LEDGER See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		PRIVILEGE TAX RECEIPTS See Program Records Schedule: Local Government Agencies, Standard 21 (Tax Records), Privilege Licenses, Taxes, and Fees Records.
		REPORTS OF TAXES COLLECTED (DAILY AND WEEKLY) See General Records Schedule: Local Government Agencies, Standard 1 (Administration and Management Records), Reports and Studies.
ROOM OCCUPANCY TAX RECORDS Phrase "by resolution" removed from item description to allow for broader application of item.		

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



CHANGES	NEW ITEMS	DISCONTINUED ITEMS
STANDARD 21: TAX RECORDS (MUNICIPAL)		
<p>SCHEDULE "B" LICENSES Based on statute changes, description now specifies that this item only applies privilege licenses issued to attorneys-at-law and other professionals, installment paper dealers, and pawnbrokers. Authority and confidentiality statutes added. Disposition wording changed for clarity and to allow for destruction of non-specified items at the end of their reference value. Disposition also changed to retain all settlement records for three years rather than only "detailed" settlements.</p>		
<p>TAX EXEMPT PROPERTY FILE Disposition changed to ensure that records are kept so long as property exemption remains in effect. New disposition requires retaining exemption records for five years after expiration of exemption or end of life of the structure.</p>		
<p>TAX LEDGER CARDS OR SHEETS Disposition changed to "destroy in office 5 years after superseded or obsolete."</p>		
		TAX RECEIPT BOOK
		TAX SALES CERTIFICATES Item discontinued, as it is no longer applicable.
	TAXICAB AND LIMOUSINE TAX RECORDS	

2021 LOCAL GOVERNMENT PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE CHANGE LOG



Attachment: localprogramschedule_changelog_2021_final_final (2021 Local Government Retention Schedule)



**CURRITUCK COUNTY
NORTH CAROLINA**

November 1, 2021

Minutes – Regular Meeting of the Board of Commissioners

6:00 PM CALL TO ORDER

The Board of Commissioners met at 6:00 PM in the Historic Courthouse Board Meeting Room, 153 Courthouse Road, Currituck, North Carolina, for a Regular Meeting.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order.

A) Invocation & Pledge of Allegiance

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

B) Approval of Agenda

Commissioner White moved for approval of the agenda. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0, and the agenda was approved.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, Commissioner
SECONDER:	Mary "Kitty" Etheridge, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

PUBLIC COMMENT

Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.

Chairman Payment opened the Public Comment period.

No one came forward. Public Comment period was closed.

COMMISSIONER'S REPORT

Commissioner Jarvis conveyed birthday wishes to Commissioner Mary Etheridge, and discussed the upcoming Thanksgiving holiday and expressed her gratitude for family and friends.

Commissioner Mary Etheridge acknowledged the absent of the Clerk to the Board and sent prayers for a speedy recovery. She encouraged citizens to make their voices heard by becoming involved in local government and volunteering in the community. She stressed the importance of participating on advisory boards and running for office.

Commissioner White agreed with Commissioner Mary Etheridge. Encouraged the community to attend Board of Commissioner and advisory Board meetings. He directed Citizens to the county website for schedules and member application process. Chairman White spoke of the Board's upcoming retreat and encouraged the public to attend.

Chairman Payment reiterated community involvement. He advocated for citizens to contact Board members with any questions or contact the Clerk to the board. Chairman Payment congratulated Samantha Evans, Deputy Clerk to the Board of Commissioners, for successful completion of the Clerks Certification Institute program through UNC School of Government. He stressed safety through the holiday season.

Commissioner Beaumont discussed social media and encouraged Citizens to reach out. He expressed gratitude for living in Currituck County.

Commissioner McCord addressed social media. He and Commissioner J. Owen Etheridge attended Sergeant Joseph Davidson's retirement luncheon and spoke of the quality service Sgt. Davidson provided to Currituck County's citizens along with his leadership within the Currituck Sheriff's office. He announced the County's upcoming 28th Christmas Parade and Tree Lighting scheduled for December 3, 2021, at Cooperative Extension. He cautioned citizens to be watchful to protect themselves from theft over the holidays.

Commissioner J. Owen Etheridge attended Sergeant Joseph Davidson's retirement luncheon and expressed gratitude to Sgt. Davidson's years of service.

Birthday wishes to Commissioner Mary Etheridge were echoed by Chairman Payment, Commissioner J. Owen Etheridge, Commissioner McCord, Commissioner Bob White, and Commissioner Beaumont.

COUNTY MANAGER/COUNTY ATTORNEY REPORTS

Interim County Manager/County Attorney, Ike McRee, conveyed birthday wishes to Commissioner Mary Etheridge. He addressed the white signs with CE# in various locations mark Dominion Power construction.

He requested direction from the Board of Commissioners regarding the Historic Long Point Coast Guard Quarters located at the Old Harrison Marina. JD Louis Construction Management proposed purchasing of a county owned lot adjacent to the county's Whalehead Club and Historic Corolla Park facilities for relocation. Commissioner White recalled that the county has developed plans for use of those lots for additional park amenities, the Board of Commissioners determined that the county is not interested in selling either lot.

Mr. McRee discussed the former Highway Patrol unit and former Soil Conservation trailer repairs and poor conditions. Consensus of the board was to proceed with Public Works recommendation of disposal. The Board requested an analysis of structure conditions for Former Elections mobile unit and former Sheriff office located in Grandy.

Commissioner White inquired about the Paradise Homes property status located in Grandy. Mr. McRee informed the Board that the County has maintained the property. Staff has determined the best route to

dispose of the units is to use gov.deals, for county surplus properties.

Commissioner Beaumont inquired about two units on East Ridge Rd. Mr. McRee informed the Board that He will meet with building inspectors concerning the process of reviewing the properties.

Mr. McRee provided an update concerning the hazardous sidewalk located in front of the Corolla ABC store site. County Assistant Engineer has been in contact with Mr. Whitehurst and he is ready to provide an estimate to replace.

PUBLIC HEARINGS

A. PB 21-20 Baxter Station:

APPLICATION SUMMARY	
Property Owner: Jarvis Harvest LLC Charles T. Busby PO Box 88 Maple NC 27956 (Per Tax Record and NC Sec'y of State) Jarvis Harvest LLC 701 Blue Point Drive Wilmington NC 28411 (Per Application)	Applicant: Allied Properties LLC 417 Caratoke Hwy Unit D Moyock NC 27958
Case Number: PB 21-20	Application Type: Conditional Rezoning
Parcel Identification Number: 0009-000-025A-0000	Existing Use: Cultivated Farmland
Land Use Plan Classification: Rural*	Parcel Size (Acres): 53.43
Moyock Small Area Plan Classification: Full Service	Zoning History: RA-20 (1974), A (1989); AG (2013)
Current Zoning: AG (Agricultural)	Proposed Zoning: C- MXR (Conditional – Mixed Residential)
Request: Conditional zoning to allow 80 single-family detached lots within an age-restricted community located in Moyock on the south side of Baxter Lane adjoining Baxter Lane Estates to the East and Hidden Oaks to the south, Moyock Township.	

*Requires a Land Use Plan amendment.

SURROUNDING PARCELS		
	Land Use	Zoning
North	Commercial, Residential Subdivisions (Windswept Pines, Georgias Vineyard, etc.)	GB, AG, C-MXR
South	Residential Subdivision (Hidden Oaks)	C-SFM
East	Residential Subdivision (Baxter's Lane Estates)	C-SFM
West	Vacant, Railroad	GB

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HISTORY

IN 2019 THE DEVELOPER PROPOSED A CONDITIONAL ZONING TO PLANNED DEVELOPMENT – RESIDENTIAL (PD-R) FOR THIS PROPERTY. THE PROPOSAL CONTAINED 103 SINGLE-FAMILY DWELLING UNITS AND 44 DUPLEX DWELLING UNITS WITH A MINIMUM LOT SIZE OF 10,000 SQUARE FEET AND THE CONSTRUCTION OF AN ON-SITE WASTEWATER TREATMENT PLANT. THE PLANNING BOARD RECOMMENDED DENIAL OF THAT REQUEST BECAUSE IT WAS INCONSISTENT WITH THE 2006 LAND USE PLAN AND THE MOYOCK SMALL AREA PLAN. THIS PROPOSAL WAS ALSO DETERMINED TO BE INCOMPATIBLE WITH SURROUNDING SUBDIVISIONS AND NEIGHBORHOODS. ADDITIONALLY, THE PROPOSED NEIGHBORHOOD WOULD BE SERVED BY MOYOCK ELEMENTARY SCHOOL WHICH WAS OVER CAPACITY. FOR THESE REASONS, THE REQUEST WAS NOT REASONABLE OR IN THE PUBLIC INTEREST. THE DEVELOPER WITHDREW THE REQUEST IN JUNE 2020, PRIOR TO IT BEING CONSIDERED BY THE BOARD OF COMMISSIONERS.

NARRATIVE

The applicant is now proposing an age-restricted residential community containing 80 single-family dwelling units. All units are proposed to be occupied by occupants 55 years of age or older. Before the issuance of the first building permit for the first dwelling unit, the developer will record a restrictive covenant in the homeowners' association documents restricting the age of the occupants accordingly. The restrictive covenants will require certifications of age of all household occupants at least once every two years and provide enforcement of violations. Outlined in the attached letter dated December 1, 2020, from the applicant's attorney, Currituck County can accept age restrictive covenants as legally enforceable conditional zoning conditions. According to the applicant's attorney, restrictions that comply with federal and state law "prevents school-aged children from occupying units."

Per the County Attorney, the current department of HUD standards define age restricted or an age restricted community as: (i) a community intended and operated for occupancy by persons 55 years of age or older; (ii) a community where at least 80% of the units have at least one occupant who is 55 years of age or older; (iii) the community must publish and adhere to policies and procedures that demonstrate the intent to operate as "55 or older" housing and (iv) the community must comply with HUD's regulatory requirements for age verification of residents. The applicant is proposing zero occupants less than 55 years old.

The properties along Baxter Lane have historically dealt with stormwater runoff and flooding issues. As part of the conditional zoning request, one condition the developer is offering is to help address drainage in this area. The Baxter Lane Ditch will be improved, and on-site stormwater storage will be provided, including berms as necessary, to address the 100-year storm on the Baxter Station property. An undersized culvert will be replaced at Baxter Lane Extension, assuming the County obtains right of entry onto all private properties. Currituck County's Soil and Stormwater Manager is confident that the proposed improvements will help alleviate stormwater runoff issues along Baxter Lane and adjoining properties. There is also a waterline under the undersized culvert that must be addressed, and the developer is working directly with Public Utilities to rectify that situation. Since these improvements are conditions proposed by the applicant, should the Board of Commissioners agree to the conditions, these improvements are bindings on the land and will become a part of the preliminary plat/use permit requirements.

The amenities plan for the 55 and older community includes a dog park and a waterfront garden with landscaping, walking paths, a pergola, and seating. (See attached amenities plan.)

Since the 2006 Land Use Plan classifies the property as Rural in the Moyock subarea, a Land Use Plan amendment is required to reclassify the property as Full Service to develop at the desired density of 1.49 units per acre. Since the more specific Moyock Small Area Plan classifies this area as Full Service, the amendment to the LUP is consistent with the policies and guidance offered in that plan. G.S. 160D-605 provides that “[i]f a zoning map amendment is adopted, and the action was deemed inconsistent with the adopted plan, the zoning amendment shall have the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment shall be required.”

ZONING DISTRICT DENSITY COMPARISON

This rezoning request will result in a substantial density increase for the property. Please note that this is raw data and assuming ideal conditions with no limitations on the property (soil suitability, infrastructure placement, etc.). These numbers should be used for general reference purposes only.

AG (Existing) Conservation Subdivision Required (Currently Allowed)	17 lots	23 lots
	Minimum lot size 30,000 sf	Minimum lot size 30,000 sf
	50% open space	60% open space
	Max Density: .33 u/ac	Max Density: .4 u/ac
MXR Request Assuming Full Service LUP Map Amendment	80	
	15,000 sf minimum lot size	
	30% open space required; 38% proposed	
	Max Density: 2 u/ac with 1.49 u/ac proposed	

COMMUNITY MEETING

A community meeting on this version of the plan was held on July 20, 2021, at the Eagle Creek Pavilion. There were approximately 14 neighboring property owners in attendance. Most questions centered around drainage issues and plan for improvements, lot size/subdivision layout, poor soils, and general development in Moyock.

CONDITIONS OF APPROVAL

ONLY CONDITIONS MUTUALLY AGREED TO BY THE OWNER(S) OF THE PROPERTY TO BE CONDITIONALLY ZONED AND THE BOARD OF COMMISSIONERS MAY BE APPROVED AS PART OF A CONDITIONAL ZONING DISTRICT. IF THE BOARD WISHES TO ADD ADDITIONAL CONDITIONS OF APPROVAL, THE APPLICANT MUST AGREE TO THE NEW CONDITIONS FOR THE CONDITIONS TO BE VALID. THE PROPERTY OWNER AND APPLICANT ARE OFFERING TWO PROPOSED CONDITIONS THAT THE BOARD MUST AGREE TO:

- 1. REGARDING AGE RESTRICTION: THE USE OF THE PROPERTY SHALL BE LIMITED TO AN AGE-RESTRICTED RESIDENTIAL COMMUNITY WHERE ALL UNITS ARE OCCUPIED BY OCCUPANTS FIFTY-FIVE (55) YEARS OF AGE OR OLDER. BEFORE THE ISSUANCE OF THE FIRST BUILDING PERMIT FOR THE FIRST DWELLING UNIT, DEVELOPER WILL RECORD A**

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RESTRICTIVE COVENANT IN THE HOMEOWNERS' ASSOCIATION DOCUMENTS RESTRICTING THE USE ACCORDINGLY, REQUIRING OCCUPANTS TO CERTIFY THE AGE OF ALL HOUSEHOLD OCCUPANTS AT LEAST ONCE EVERY TWO YEARS, AND PROVIDING FOR ENFORCEMENT OF SUCH RESTRICTION.

- 2. REGARDING DRAINAGE IMPROVEMENTS: DRAINAGE IMPROVEMENTS WILL BE PROVIDED AS FOLLOWS:
 - a. PERFORM MODELING OF THE BAXTER DITCH TO ITS OUTLET ON THE JARVIS (LANDING) PROPERTY.
 - b. BASED ON MODEL RESULTS, MAKE IMPROVEMENTS TO BAXTER LANE DITCH ALONG THE BAXTER STATION PROPERTY BOUNDARY, INCLUDING WIDENING, DEEPENING, LAYING BACK SIDE SLOPES AND PUTTING ON PROPER GRADE. IMPROVEMENTS TO BE COMPLETED PRIOR TO PUTTING FIRST PLAT PHASE OF SUBDIVISION TO RECORD.
 - c. RECORD AN EASEMENT ALONG THE BAXTER STATION PART OF THE DITCH TO PROVIDE ACCESS FOR ONGOING MAINTENANCE.
 - d. INCLUDE A PROVISION IN THE COVENANTS OF BAXTER STATION THAT CLARIFIES THAT THE HOA WILL HAVE THE RESPONSIBILITY TO MAINTAIN THE BAXTER LANE DITCH THROUGH THE SUBDIVISION AT LEAST ANNUALLY, AND BUDGET FOR FUNDING WITHIN THE HOA DUES STRUCTURE TO ASSURE THAT ONGOING MAINTENANCE IS FUNDED.
 - e. MODEL THE BAXTER STATION TO MANAGE THE 100-YEAR STORM EVENT AND PROVIDE STORMWATER STORAGE, INCLUDING BERMS AS NECESSARY, TO PREVENT RUNOFF FROM BAXTER STATION DURING THE 100 YEAR STORM EVENT FROM ADVERSELY IMPACTING OFFSITE PROPERTIES.
 - f. IF CURRITUCK COUNTY IS ABLE TO OBTAIN THE NECESSARY RIGHT OF ENTRY AGREEMENTS, THE EXISTING UNDERSIZED CULVERT AT BAXTER LANE EXTENSION WILL BE REPLACED WITH A PROPERLY SIZED CULVERT SET AT THE PROPER GRADE.

THERE IS WATERLINE UNDER THE UNDERSIZED CULVERT ON BAXTER LANE EXTENSION. PUBLIC UTILITIES IS REQUESTING THE FOLLOWING CONDITION:

- 3. THAT THE DEVELOPER WILL LOWER OR MOVE THE WATERLINE LOCATED AT THE END OF BAXTER LANE TO PROVIDE PROPER SEPARATION TO THE NEW DRAINAGE CULVERT. PUBLIC UTILITIES MUST APPROVE THE CONSTRUCTION PLAN PRIOR TO WORK BEGINNING ON THE CULVERT/WATERLINE.

LAND USE PLAN

The 2006 Land Use Plan classifies this site as Rural within the Moyock subarea. The policy emphasis for the Moyock subarea is managing the increased urban level of growth that this area is sure to experience over the next decade and beyond. In areas where on-site wastewater is proposed, and other county services are limited, development density should be limited to 1-2 units per acre. The proposed development plan may be considered consistent with the Moyock subarea emphasis, but this consideration does not change the 2006 Land Use Plan land use classification of the subject property. This signifies a discrepancy with the UDO dimensional standards for the MXR district. * **The following land use plan policies are relevant to the request:**

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<p>Policy HN1</p>	<p>Currituck County shall encourage development to occur at densities appropriate for the location. LOCATION AND DENSITY FACTORS shall include whether the development is within an environmentally suitable area, the type and capacity of sewage treatment available to the site, the adequacy of transportation facilities providing access to the site, and proximity of the site to existing and planned urban services.</p>
<p>*Prior zoning map amendments (2015 and 2018) adopted by the BOC placed emphasis on the Moyock Small Area plan future land use map classifying this property as Full Service. A zoning map amendment, PB 18-23 effective May 6, 2019, placed emphasis on the CAMA Land Use Plan. The decision emphasizes the 2006 Land Use Plan as the controlling document and the relation to the UDO dimensional standards for the MXR district signifies a discrepancy between the two plans and requires a Land Use Plan map amendment.</p>	

MOYOCK SMALL AREA PLAN

The Moyock Small Area Plan identifies this site as Full Service. Full-Service designations are focal points in the community where high amounts of activity occur. Typical densities in Full-Service designations range from 1.5 – 3 units per acre depending on surround land uses.

<p>Policy FLU1</p>	<p>Promote compatibility between new development and existing development to avoid adverse impacts to the existing community. This is achieved through design and includes larger setbacks, landscaped or forested strips, transition zones, fencing, screening, density and/or bulk step downs, or other architectural and site planning measures that encourage harmony.</p>
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STAFF CONCERNS

- **PARTICIPATING IN THE HUD REGULATED PROGRAM FOR AGE-RESTRICTED COMMUNITIES IS A VOLUNTARY ACTION. SHOULD THE DEVELOPER CHOOSE NOT TO PARTICIPATE IN THE HUD AGE-RESTRICTED COMMUNITY PROGRAM, AN AMENDED CONDITIONAL ZONING DISTRICT WILL BE REQUIRED.**
- **THERE ARE CONCERNS FOR SCHOOL CAPACITY SHOULD THE DEVELOPER CHOSE TO NO LONGER PARTICIPATE IN THE AGE-RESTRICTED COMMUNITY.**
- **IT IS UNDERSTOOD THAT THE INTENT IS FOR THE HOA TO BE RESPONSIBLE FOR ENFORCING THE AGE RESTRICTION REQUIREMENT, BUT IT SHOULD BE NOTED THAT ENFORCEMENT ACTIONS OFTEN FALL TO THE COUNTY AND STAFF ENFORCEMENT OF THE AGE-RESTRICTION WOULD BE VERY DIFFICULT, EVEN IF LEGALLY PERMISSIBLE.**

TECHNICAL REVIEW COMMITTEE COMMENTS

THE TECHNICAL REVIEW COMMITTEE REVIEWED THIS CONDITIONAL ZONING REQUEST AND IDENTIFIED THE FOLLOWING COMMENTS:

1. **THE 2006 LAND USE PLAN IDENTIFIES THIS PROPERTY AS RURAL WITHIN THE MOYOCK SUBAREA. THE POLICY'S EMPHASIS FOR THE MOYOCK SUBAREA IS MANAGING THE INCREASED URBAN LEVEL OF GROWTH THAT THIS AREA IS SURE TO EXPERIENCE OVER THE NEXT DECADE AND BEYOND. IN AREAS WHERE ON-SITE WASTEWATER IS PROPOSED,**

- AND OTHER COUNTY SERVICES ARE LIMITED DEVELOPMENT DENSITY SHOULD BE LIMITED TO 1-2 UNITS PER ACRE.
2. THE MOYOCK SMALL AREA PLAN IDENTIFIES THIS SITE AS FULL-SERVICE. THIS DESIGNATION IDENTIFIES AREAS WHERE THERE WILL BE SIGNIFICANT PUBLIC INVESTMENT IN INFRASTRUCTURE, AND THUS CAN SUPPORT HIGHER DENSITY OF DEVELOPMENT.
 3. THE UDO DIMENSIONAL STANDARDS IN THE MXR ZONING DISTRICT PROVIDE THE MAXIMUM DENSITY OF 2 UNITS PER ACRE IN THE FULL-SERVICE AREA AND 1 UNIT PER ACRE IN THE LIMITED-SERVICE AREA. THE UDO DOES NOT PROVIDE DENSITY ALLOCATION FOR PROPERTY IN THE RURAL LAND USE CLASSIFICATION. THE MXR ZONING DISTRICT PURPOSE PROVIDES MORE INTENSE DEVELOPMENT DENSITY AND USES THAN THE AREAS TYPICALLY IDENTIFIED AS THE RURAL LAND USE CLASSIFICATION.
 4. PRIOR ZONING MAP AMENDMENTS, INCLUDING THE AMENDMENTS IN 2015 AND 2018, PLACED EMPHASIS ON THE MOYOCK SMALL AREA PLAN ALLOWING FOR THE FULL-SERVICE DEVELOPMENT DENSITY OF 2 UNITS PER ACRE. HOWEVER, A ZONING MAP AMENDMENT, PB 18-23 WITH AN EFFECTIVE DATE OF MAY 6, 2019, PLACED EMPHASIS ON THE 2006 LAND USE PLAN AS THE APPROVED CAMA PLAN. THAT DECISION, IF APPLIED TO THIS PROPERTY, WOULD NOT MEET THE COUNTY UDO SINCE THIS AREA IS IDENTIFIED AS RURAL WITH NO DEVELOPMENT DENSITY ALLOCATED.
 5. BASED ON THE 2019 DECISION, AN AMENDMENT TO THE 2006 LAND USE PLAN LAND USE MAP (RURAL TO FULL-SERVICE) IS NECESSARY FOR THIS INCREASE IN DEVELOPMENT DENSITY TO BE ALLOWED UNDER THE UDO.
 6. CONDITIONAL ZONINGS ARE LEGISLATIVE DECISIONS OF THE BOARD AND NOT CONTROLLED BY ANY ONE FACTOR. IN DETERMINING WHETHER TO ADOPT OR DENY A PROPOSED REQUEST, THE BOARD MAY CONSIDER THE STANDARDS IN UDO, SECTION 2.4.3.C.
 - a. Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of this Ordinance;
 - b. Is in conflict with any provision of this Ordinance, or the County Code of Ordinances;
 - c. Is required by changed conditions;
 - d. Addresses a demonstrated community need;
 - e. Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
 - f. Adversely impacts nearby lands;
 - g. Would result in a logical and orderly development pattern;
 - h. Would result in significant adverse impacts on the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
 - i. Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities);
 - j. Would not result in significantly adverse impacts on the land values in the surrounding area; and
 - k. Would not conflict with the public interest and is in harmony with the purposes and intent of this Ordinance.

TECHNICAL REVIEW COMMITTEE RECOMMENDATION

PROVIDED ADEQUATE PUBLIC FACILITIES ARE AVAILABLE TO SERVE THE PROPOSED DEVELOPMENT, THE TECHNICAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF THE

CONDITIONAL ZONING APPLICATION SUBJECT TO THE FOLLOWING CONDITIONS (MUST BE AGREED UPON BY THE COUNTY AND THE APPLICANT):

1. **THE 2006 LAND USE PLAN FUTURE LAND USE MAP MUST BE AMENDED TO IDENTIFY THE PROPERTY AS FULL-SERVICE AS PART OF THE MOTION FOR APPROVAL.**
2. **REGARDING AGE RESTRICTION: THE USE OF THE PROPERTY SHALL BE LIMITED TO AN AGE-RESTRICTED RESIDENTIAL COMMUNITY WHERE ALL UNITS ARE OCCUPIED BY OCCUPANTS FIFTY-FIVE (55) YEARS OF AGE OR OLDER. BEFORE THE ISSUANCE OF THE FIRST BUILDING PERMIT FOR THE FIRST DWELLING UNIT, DEVELOPER WILL RECORD A RESTRICTIVE COVENANT IN THE HOMEOWNERS' ASSOCIATION DOCUMENTS RESTRICTING THE USE ACCORDINGLY, REQUIRING OCCUPANTS TO CERTIFY THE AGE OF ALL HOUSEHOLD OCCUPANTS AT LEAST ONCE EVERY TWO YEARS, AND PROVIDING FOR ENFORCEMENT OF SUCH RESTRICTION.**
3. **REGARDING DRAINAGE IMPROVEMENTS: DRAINAGE IMPROVEMENTS WILL BE PROVIDED AS FOLLOWS:**
 - a. **PERFORM MODELING OF THE BAXTER DITCH TO ITS OUTLET ON THE JARVIS (LANDING) PROPERTY.**
 - b. **BASED ON MODEL RESULTS, MAKE IMPROVEMENTS TO BAXTER LANE DITCH ALONG THE BAXTER STATION PROPERTY BOUNDARY, INCLUDING WIDENING, DEEPENING, LAYING BACK SIDE SLOPES AND PUTTING ON PROPER GRADE. IMPROVEMENTS TO BE COMPLETED PRIOR TO PUTTING FIRST PLAT PHASE OF SUBDIVISION TO RECORD.**
 - c. **RECORD AN EASEMENT ALONG THE BAXTER STATION PART OF THE DITCH TO PROVIDE ACCESS FOR ONGOING MAINTENANCE.**
 - d. **INCLUDE A PROVISION IN THE COVENANTS OF BAXTER STATION THAT CLARIFIES THAT THE HOA WILL HAVE THE RESPONSIBILITY TO MAINTAIN THE BAXTER LANE DITCH THROUGH THE SUBDIVISION AT LEAST ANNUALLY, AND BUDGET FOR FUNDING WITHIN THE HOA DUES STRUCTURE TO ASSURE THAT ONGOING MAINTENANCE IS FUNDED.**
 - e. **MODEL THE BAXTER STATION TO MANAGE THE 100-YEAR STORM EVENT AND PROVIDE STORMWATER STORAGE, INCLUDING BERMS AS NECESSARY, TO PREVENT RUNOFF FROM BAXTER STATION DURING THE 100 YEAR STORM EVENT FROM ADVERSELY IMPACTING OFFSITE PROPERTIES.**
 - f. **IF CURRITUCK COUNTY IS ABLE TO OBTAIN THE NECESSARY RIGHT OF ENTRY AGREEMENTS, THE EXISTING UNDERSIZED CULVERT AT BAXTER LANE EXTENSION WILL BE REPLACED WITH A PROPERLY SIZED CULVERT SET AT THE PROPER GRADE.**
4. **THAT THE DEVELOPER WILL LOWER OR MOVE THE WATERLINE LOCATED AT THE END OF BAXTER LANE TO PROVIDE PROPER SEPARATION TO THE NEW DRAINAGE CULVERT. PUBLIC UTILITIES MUST APPROVE THE CONSTRUCTION PLAN PRIOR TO WORK BEGINNING ON THE CULVERT/WATERLINE.**
5. **SHOULD THE DEVELOPMENT STOP PARTICIPATING IN THE VOLUNTARY HUD REGULATED AGE-RESTRICTED COMMUNITY PROGRAM, AN AMENDED CONDITIONAL ZONING REQUEST MUST BE APPROVED PRIOR TO THOSE LESS THAN 55 YEARS OLD OCCUPYING A DWELLING UNIT.**

PLANNING BOARD RECOMMENDATION

On October 12, 2021, the Planning Board recommended denial of the requested conditional rezoning. The original motion to approve resulted in a 2-2 vote. The request is **denied** as it did not receive approval by a majority vote as stated in the Currituck County Planning Board Rules of Procedure.

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A CONDITIONAL ZONING IS A LEGISLATIVE DECISION OF THE BOARD OF COMMISSIONERS. IN DETERMINING WHETHER TO APPROVE OR DENY A CONDITIONAL REZONING THE BOARD OF COMMISSIONERS SHALL ADOPT A WRITTEN STATEMENT OF CONSISTENCY.

The conditional zoning request is consistent with and amends the 2006 Land Use Plan by designating this property as Full-Service on the future land use map because the amendment recognizes and implements the Full-Service designation of the Moyock Small Area Plan adopted by the Board of Commissioners.

The request is reasonable and in keeping with the changed conditions acknowledged by the Moyock Small Area Plan and addresses the demonstrated community need of providing a Full-Service area.

CONDITIONS OF APPROVAL

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district.

AGREED UPON CONDITIONS OF APPROVAL:

1. **REGARDING AGE RESTRICTION: THE USE OF THE PROPERTY SHALL BE LIMITED TO AN AGE-RESTRICTED RESIDENTIAL COMMUNITY WHERE ALL UNITS ARE OCCUPIED BY OCCUPANTS FIFTY-FIVE (55) YEARS OF AGE OR OLDER. BEFORE THE ISSUANCE OF THE FIRST BUILDING PERMIT FOR THE FIRST DWELLING UNIT, DEVELOPER WILL RECORD A RESTRICTIVE COVENANT IN THE HOMEOWNERS' ASSOCIATION DOCUMENTS RESTRICTING THE USE ACCORDINGLY, REQUIRING OCCUPANTS TO CERTIFY THE AGE OF ALL HOUSEHOLD OCCUPANTS AT LEAST ONCE EVERY TWO YEARS, AND PROVIDING FOR ENFORCEMENT OF SUCH RESTRICTION.**
2. **REGARDING DRAINAGE IMPROVEMENTS: DRAINAGE IMPROVEMENTS WILL BE PROVIDED AS FOLLOWS:**
 - a. **PERFORM MODELING OF THE BAXTER DITCH TO ITS OUTLET ON THE JARVIS (LANDING) PROPERTY.**
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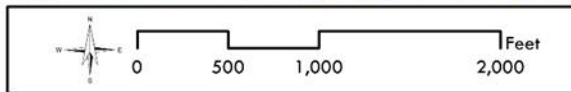
- f. IF CURRITUCK COUNTY IS ABLE TO OBTAIN THE NECESSARY RIGHT OF ENTRY AGREEMENTS, THE EXISTING UNDERSIZED CULVERT AT BAXTER LANE EXTENSION WILL BE REPLACED WITH A PROPERLY SIZED CULVERT SET AT THE PROPER GRADE.

TECHNICAL REVIEW COMMITTEE RECOMMENDED CONDITION THAT MUST BE AGREED UPON BY THE APPLICANT AND THE COUNTY:

1. THAT THE DEVELOPER WILL LOWER OR MOVE THE WATERLINE LOCATED AT THE END OF BAXTER LANE TO PROVIDE PROPER SEPARATION TO THE NEW DRAINAGE CULVERT. PUBLIC UTILITIES MUST APPROVE THE CONSTRUCTION PLAN PRIOR TO WORK BEGINNING ON THE CULVERT/WATERLINE.
2. THE 2006 LAND USE PLAN FUTURE LAND USE MAP MUST BE AMENDED TO IDENTIFY THE PROPERTY AS FULL-SERVICE AS PART OF THE MOTION FOR APPROVAL.
3. SHOULD THE DEVELOPMENT STOP PARTICIPATING IN THE VOLUNTARY HUD REGULATED AGE-RESTRICTED COMMUNITY PROGRAM, AN AMENDED CONDITIONAL ZONING REQUEST MUST BE APPROVED PRIOR TO THOSE LESS THAN 55 YEARS OLD OCCUPYING A DWELLING UNIT.



PB 21-20 Baxter Station
C-MXR
2020 Aerial Photo

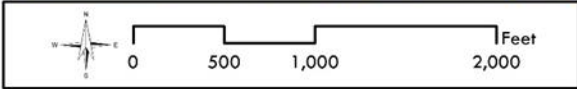


Currituck County
Planning and
Community Development

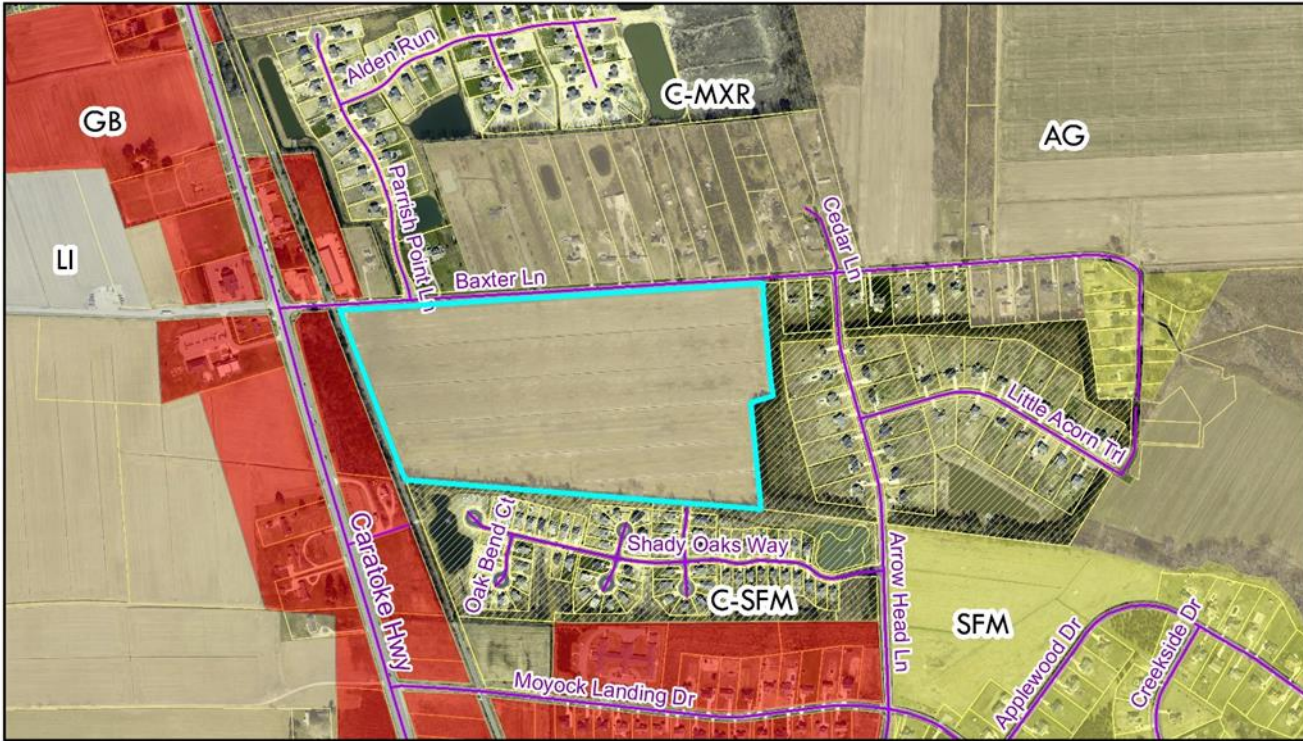
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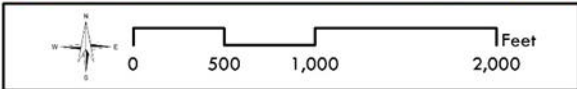
PB 21-20 Baxter Station
C-MXR
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Currituck County
Planning and
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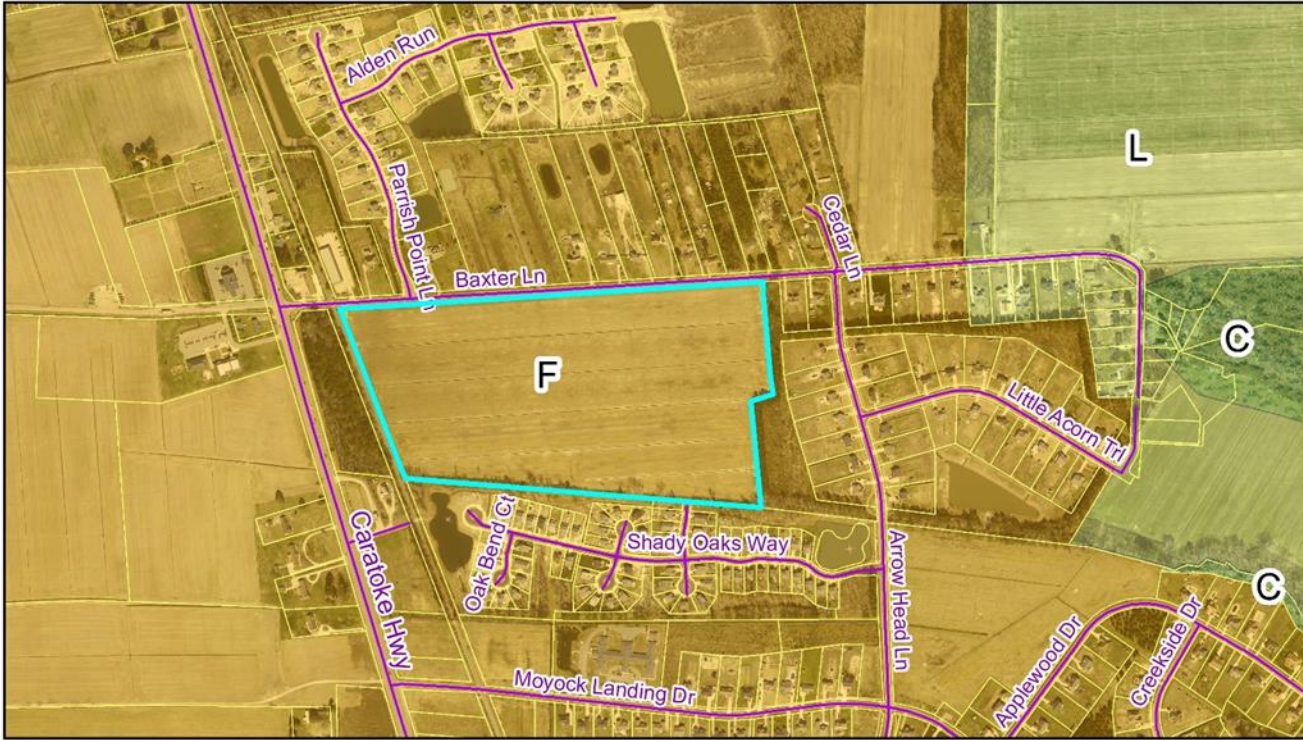


PB 21-20 Baxter Station
C-MXR
Zoning

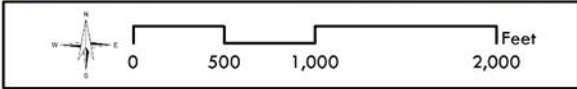


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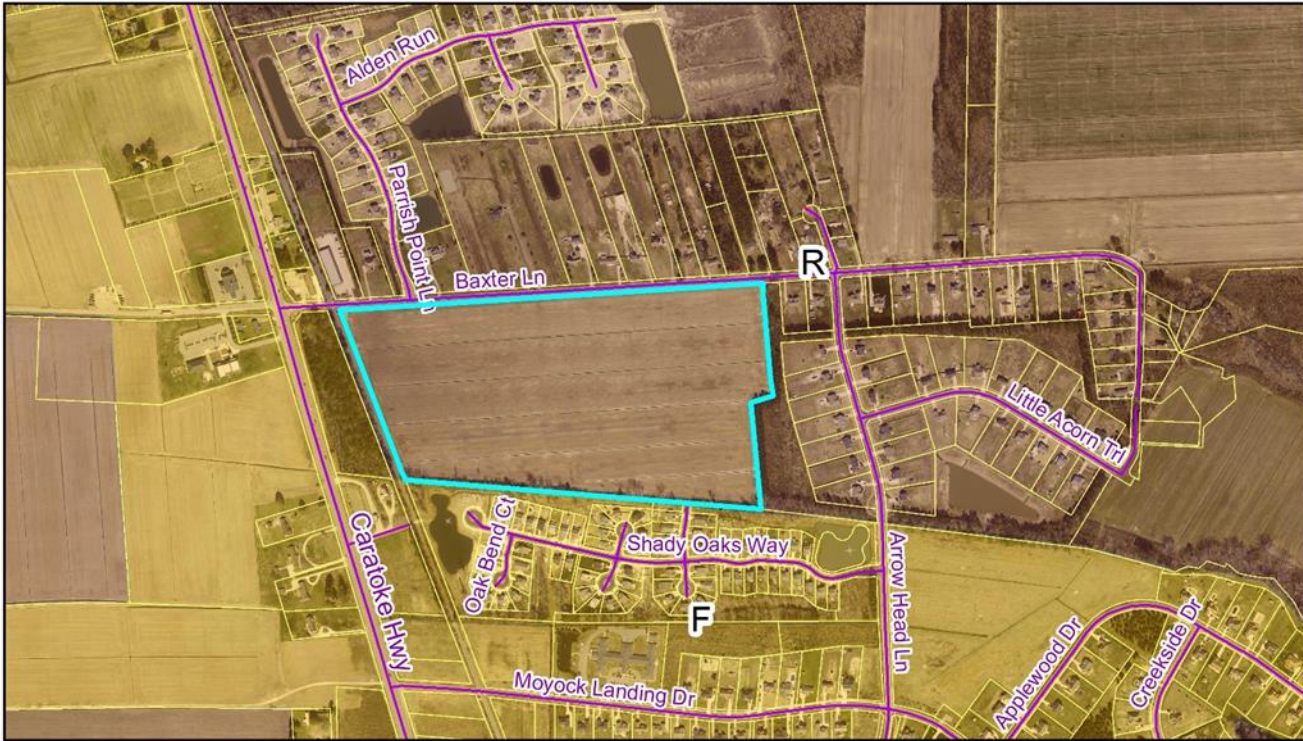
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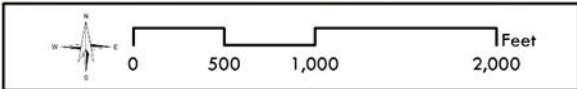
PB 21-20 Baxter Station
 C-MXR
 Moyock SAP



Currituck County
 Planning and
 Community Development



PB 21-20 Baxter Station
 C-MXR
 LUP



Currituck County
 Planning and
 Community Development

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Tammy Glave, Senior Planner, reviewed the conditional rezoning application with Commissioners. A powerpoint was used to display location maps, summarize proposed conditions and rezoning for the subject property and surrounding parcels.

Interim County Manager/County Attorney Ike McRee stated during presentation of the proposed conditions of approval regarding item F, the county identified the owner, and the owner has agreed to convey an easement to the county for the culvert at Baxter Lane Extension.

Mark Bissell, Engineer, presented on behalf of the applicant. He used the overhead and provided an overview of the plan, displayed the design plat and summarized changes from the original plan, and addressed staff concerns. Zoning conditions to address stormwater and construction phasing were reviewed.

Commissioner Jarvis expressed concern regarding the Homeowner Association responsibilities for enforcing the age restriction requirements, and enforcement actions evolving into County staff enforcement issues. Justin Old, the applicant explained the process of the Federal HUD requirements.

Chairman Payment opened the Public Hearing.

Richard Truran, Baxter Lane homeowner, expressed concerns of the drainage and overflow from Baxter Lane flooding the roads, ditches and stated the ponds are not retaining due to new development and slab homes owners are concerned septic tanks are going to be affected. Chairman Payment requested County Engineer, Eric Weatherly to address the concerns. Mr. Weatherly recommended for Mr. Bissell to develop his model for up and downstream drainage. Soil and Water Conservation, Dylan Lloyd stated the ponds are no longer in compliance and the culvert needs to be replaced. Mr. Bissell proposed the ditch line in the new design will be elevated on Windswept Pines, Baxter is to be widened and deeper.

No others were signed up nor wished to speak and the Public Hearing was closed.

Commissioner Mary Etheridge expressed reservations concerning an age-restricted residential community. Commissioner Jarvis expressed her reservations on unmanaged growth.

Commissioner McCord moved to approve PB 21-20: Baxter Station, C-MXR because the request is consistent with and amends the 2006 Land Use Plan by designating this property as Full Service on the future land use map because:

The amendment recognizes and implements the Full-Service designation of the Moyock Small Area Plan adopted by the Board of Commissioners.

The proposed gross density allocation of 1.49 dwelling units per acre is in keeping with the Full-Services designation of the Moyock Small Area Plan. The designation identifies areas where there will be significant public investment in infrastructure and can support higher density of development.

MSAP Policy FLU1 promotes compatibility between new development and existing development to avoid adverse impacts to the existing community.

And the request is reasonable and in keeping with changed conditions acknowledged by the Moyock Small Area Plan, and addresses the demonstrated community need of providing a Full-Service area that offers both residential and commercial uses in the development.

The applicant and the Board of Commissioners agree to the following conditions of approval.

1. Regarding Age Restriction: The use of the property shall be limited to an age-restricted residential community where all units are occupied by occupants fifty-five (55) years of age

- or older. Before the issuance of the first building permit for the first dwelling unit, Developer will record a restrictive covenant in the homeowners' association documents restricting the use, accordingly, requiring occupants to certify the age of all household occupants at least once every two years, and providing for enforcement of such restriction.
2. Regarding Drainage Improvements: Drainage improvements will be provided as follows:
 - a. Perform modeling of the Baxter ditch to its outlet on the Jarvis (Landing) property.
 - b. Based on model results, make improvements to Baxter Lane ditch along the Baxter Station property boundary, including widening, deepening, laying back side slopes and putting on proper grade. Improvements to be completed prior to putting first plat phase of subdivision to record.
 - c. Record an easement along the Baxter Station part of the ditch to provide access for ongoing maintenance.
 - d. Include a provision in the covenants of Baxter Station that clarifies that the HOA will have the responsibility to maintain the Baxter Lane ditch through the subdivision at least annually, and budget for funding within the HOA due's structure to assure that ongoing maintenance is funded.
 - e. Model the Baxter Station to manage the 100-year storm event and provide stormwater storage, including berms as necessary, to prevent runoff from Baxter Station during the 100-year storm event from adversely impacting offsite properties.
 - f. If Currituck County is able to obtain the necessary right of entry agreements, the existing undersized culvert at Baxter Lane Extension will be replaced with a properly sized culvert set at the proper grade.
 3. That the developer will lower or move the waterline located at the end of Baxter Lane to provide proper separation to the new drainage culvert. Public Utilities must approve the construction plan prior to work beginning on the culvert/waterline.
 4. Should the development stop participating in the voluntary Federally regulated age-restricted community program, an amended conditional zoning request must be approved prior to those less than 55 years old occupying a dwelling unit.
 5. The 2006 Land Use Plan future land use map must be amended to identify the property as Full-Service as part of the motion for approval.

Commissioner White seconded the motion. The motion passed on a member vote of 5 in favor, 2 opposed.

Chairman Payment called for a brief recess at 8:00 PM. The meeting reconvened at 8:10 PM.

RESULT:	APPROVED [5 TO 2]
MOVER:	Kevin E. McCord, Commissioner
SECONDER:	Bob White, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner
NAYS:	Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner

NEW BUSINESS

A. Consideration of Agreement for Professional Services for Phase I Drainage Improvements for Ocean Sands North and Crown Point Service District for Watershed Improvements, and Authorize County Manager to Execute Agreement.

Interim County Manager/County Attorney, Ike McRee, reviewed the agreement between Currituck and Albemarle & Associates, LTD regarding Phase I drainage improvements for Ocean Sands North and Crown Point Service Districts for watershed improvements. Board of Commissioners authorized

County Manager to Execute the agreement.

Commissioner White moved for approval and the motion was seconded by Commissioner J. Owen Etheridge. The motion carried, 7-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bob White, Commissioner
SECONDER:	J. Owen Etheridge, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

B. Discussion of service contract with Corolla Volunteer Fire and Rescue Squad Inc.

Interim County Manager/County Attorney, Ike McRee, discussed the service contract with Corolla Volunteer Fire and Rescue Squad (CVFRS) Inc. A proposal was provided to amend the contract with terms allowing the CVFRS opportunity to apply for a grant. Commissioner Beaumont recommends moving forward with a six month agreement allowing the CVFRS to apply for a grant to obtain a platform truck. He suggests reviewing all the fire contracts.

Commissioner Beaumont moved for approval and the motion was seconded by Commissioner White. The motion carried, 7-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul M. Beaumont, Vice Chairman
SECONDER:	Bob White, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

C) Consent Agenda

Commissioner Jarvis moved for approval of the Consent Agenda. Commissioner McCord seconded the motion. The motion carried, 7-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Selina S. Jarvis, Commissioner
SECONDER:	Kevin E. McCord, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

1. Budget Amendments

		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
12541-554003	Insurance - Moyock VFD	\$ 3,035	
12390-499900	Appropriated Fund Balance		\$ 3,035
		<u>\$ 3,035</u>	<u>\$ 3,035</u>
Explanation:	Fire Services (12541) - Increase appropriations due to increase in insurance premium for Moyock Volunteer Fire Department.		
Net Budget Effect:	Fire Services Fund (12) - Increased by \$3,035.		
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10752-558200	LINKS - Special	\$ 35,000	
10330-430004	DSS COVID Funding		\$ 35,000
		<u>\$ 35,000</u>	<u>\$ 35,000</u>
Explanation:	Public Assistance (10752) - Increase appropriations to approve additional grant funding for a one-time allocation of utility assistance.		
Net Budget Effect:	Operating Fund (10) - Increased by \$35,000.		
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
61818-511010	Data Transmission	\$ 8,000	
61818-536000	Uniforms	\$ 1,250	
61818-590000	Capital Outlay		\$ 9,250
		<u>\$ 9,250</u>	<u>\$ 9,250</u>
Explanation:	Mainland Water (61) - Transfer budgeted funds due to increased data for the Mainland Water SCADA system and for uniforms for new employees.		
Net Budget Effect:	Mainland Water Fund (61) - No change.		
		Debit	Credit
<u>Account Number</u>	<u>Account Description</u>	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10512-532000	Supplies	\$ 700	
10512-532441	Technology under \$1,000		\$ 700
		<u>\$ 700</u>	<u>\$ 700</u>
Explanation:	Animal Services and Control (10512) - Transfer budgeted line items for supplies.		
Net Budget Effect:	Operating Fund (10) - No change.		

2. Surplus Resolution and Authorization for Sergeant Joseph Davidson to Purchase His Service Weapon in the Amount of \$1.00 Upon Retirement

Communication: Minutes from November 1, 2021 (Approval Of Minutes- 11/1/21 & SM 10/25/21)

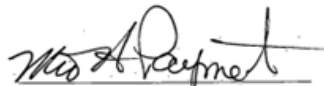


COUNTY OF CURRITUCK

WHEREAS, The Currituck County Board of Commissioners, during its regular meeting held on Monday, November 1, 2021, authorized the following property listed below be declared surplus and disposed of; and

WHEREAS, Sheriff Matt Beickert has requested that upon the retirement of Sergeant Joseph Davidson, that his service weapon, a Glock 45 9M handgun, Serial No. BSBD912, be given to him. Mr. Davidson has made the request to purchase upon his retirement.

ADOPTED this 1st day of November 2021.


 Michael Payment, Chairman
 Board of Commissioners


 Samantha M. Evans
 Deputy Clerk to the Board

3) Approval Of Minutes-10/18/2021 & SM 8/25/2021

1. Minutes for October 18, 2021

2. SM-8/25/2021

ADJOURN

Motion to Adjourn Meeting

The Board had no further business and Commissioner Beaumont moved to adjourn. Commissioner White seconded the motion and the motion carried, 7-0. The regular meeting of the Board of Commissioners adjourned at 8:20PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Paul M. Beaumont, Vice Chairman
SECONDER:	Bob White, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

Communication: Minutes from November 1, 2021 (Approval Of Minutes- 11/1/21 & SM 10/25/21)



**CURRITUCK COUNTY
NORTH CAROLINA**

October 27, 2021
Minutes – Special Meeting of the Board of Commissioners

5:30PM CALL TO ORDER

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Absent	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Currituck Chairman Mike Payment called meeting to order at 5:30PM

JOINT MEETING WITH BOARD OF EDUCATION

The Currituck County Board of Commissioners held a Special Meeting with the Currituck County Board of Education to review the Operations Research and Education Laboratory (OREd) Study and Facilities Study 2021 on the school expansion projects.

Dr. Matt Lutz, Superintendent introduced Thomas Dudley and Terry Karlson from Institute for Transportation Research and Education (ITRE) at North Carolina State University, to share the OREd presentation. Mr. Dudley presented a 10-year forecast of the land use plan, growth factors and geography at the school level. The services of the study include data collected from geographic information system analysis, software, and mathematical optimization. Mr. Karlson discussed the land use process and results. Data throughout the county from residential development, transportation, economic development, and water sewer infrastructure was collected to determine the impact of future student enrollment and capacity. Capacity numbers were provided by Currituck planning department.

Dr. Lutz introduced Jimmy Hite, with Hite Associates Architecture Engineering to present the Facilities Study 2021. The Facility study displayed each campus in a diagram for each floor plan in its district representing the present capacity of existing facilities. Each campus was reviewed to see what expansions or classroom modifications with the maximum capacity may take place. The Department of Public Construction make recommendation of classroom size. Elementary space is a fixed square footage, whereas high school space is flexible. Dr. Lutz requested for two mobile units providing room for 6 classroom spaces.

Communication: Special Meeting Minutes from October 27, 2021. (Approval Of Minutes- 11/1/21 & SM 10/25/21)

Board of Commissioners and Board of Education discussed the process of requesting a bond, the need to identify and purchase land for the school projects and moving forward to have funds in place by the end of January 2022.

ADJOURN

Motion to Adjourn Meeting

There was no further discussion and no further business. Commissioner Mike Payment moved to adjourn; Commissioner Jarvis seconded the motion. The motion carried, 6-0, and the meeting was adjourned at 7:25 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael H. Payment, Chairman
SECONDER:	Selina S. Jarvis, Commissioner
AYES:	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner
ABSENT:	Mary "Kitty" Etheridge, Commissioner



Currituck County Agenda Item Summary Sheet

Agenda ID Number – (ID # 3279)

Agenda Item Title: Closed Session pursuant to G.S. 143-318.11 (a) (6) to discuss personnel matters.

Submitted By: Samantha Evans – County Manager

Presenter of Item:

Board Action: Discussion

Brief Description of Agenda Item:

Closed session personnel

Is this item regulated by plan, regulation or statute? No

Manager Recommendation: