



NC Capital Area Metropolitan Planning Organization

1 Fenton Main St.
Suite 201
Cary NC 27511

Staff Report

Agenda Date: 8/20/2025
To: Executive Board

Agenda Item: 5.3

Records Retention and Disposition Schedules

Susan A. Owens, MPO Staff

Pursuant to N.C. General Statutes §121-5(b) and §132-3, agencies may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina (SANC) is the division of DNCR charged with administering a records management program. SANC's published retention and disposition schedules are the primary way it gives its consent for the destruction of public records. Without approving these schedules, agencies are obligated to obtain SANC's permission to destroy any public record, no matter how insignificant.

CAMPO is subject to both the *Records Retention and Disposition Schedule - General Records Schedule-Local Government Agencies* and the *Records Retention and Disposition Schedule-Regional Councils*, which are included hereto. Approval of both of these Records Schedules by the Executive Board is required in order to comply with N.C. General Statutes and regulations regarding the proper disposition of public records.

Requested Action: Approve DNCR's *Records Retention and Disposition Schedule - General Records Schedule-Local Government Agencies* and *Records Retention and Disposition Schedule-Regional Councils*