



**RESOLUTION ADOPTING THE NORTH CAROLINA MUNICIPAL RECORDS  
RETENTION AND DISPOSITION SCHEDULE**

**WHEREAS**, "Public Record" means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions; and,

**WHEREAS**, without a retention program valuable records and documents can be mistakenly discarded; and,

**WHEREAS**, The Municipal Records Retention and Disposition Schedule is endorsed by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Summerfield accepts the revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch, dated May 19, 2009.

Adopted on this the 12th day of January 2010.

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Mark E. Brown, Mayor

Attest:   
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Valarie Halvorsen, Town Clerk