



Records Management and Imaging Policy

Policy Number: GS-01

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Approved By: Maurice Jones, Town Manager

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POLICY

The Town of Chapel Hill produces and receives records as part of transacting Town business. The Town maintains and produces public records in accordance with North Carolina's public records laws. Rules regarding the management of public records are the authority of North Carolina Department of Natural and Cultural Resources (NCDNCR).

PURPOSE

In accordance with the Town values of Responsibility and Ethics, the purpose of this policy is to assist Town employees in understanding their responsibilities in complying with the public records law. This policy is intended to help Employees understand how to organize, maintain, store, retrieve, publish, retain, and dispose of public records, regardless of format, in accordance with all applicable North Carolina public records laws and regulations.

The Town Clerk is authorized to issue procedures consistent with this policy.

R.E.S.P.E.C.T. VALUES



Responsibility: We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.



Ethics: We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

REFERENCES

[NCGS Chapter 132](#) (Public Records)

[NCGS § Chapter 121-5](#) (Public Records and Archives)

[07 NCAC 04M.0510](#) (Methods of Destruction)

[Council Resolution Adopting Records Retention Schedule](#)

APPROVAL

Maurice Jones, Town Manager

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