

STATE OF NORTH CAROLINA  
COUNTY OF JACKSON



## RECORD RETENTION INTERNAL POLICY

This policy is made by the County Manager in accordance with delegated authority from the Board of Commissioners. Per the North Carolina Department of Cultural Resources Records Retention and Disposition Schedule, the retention period may be “destroy in office when administrative value ends”. Administrative value is defined as “the usefulness of records to support ancillary operations and the routine management of an organization”. It is required that each agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions.

Jackson County hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction “destroy when administrative value ends”. The minimum retention periods for the records for Jackson County is no less than 24 hours after the administrative value ends.

Adopted April 02, 2019.

JACKSON COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
BRIAN THOMAS MCMAHAN, Chairman

Attest:

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ANGELA M. WINCHESTER, Clerk to the Board