

## Public Records Policy and Procedure

### I. Purpose

The purpose of this policy is to establish procedures for public access to public records. Records will be retained in accordance with the Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources. Each department has a copy of the schedule or it can be found on the internet at <http://www.ah.dcr.state.nc.us/records/local/>. If there is a question as to whether a document is open to the public, please consult the City's Public Records Policy or confer with your supervisor or the City's Staff Attorney.

### II. Definitions

**Public records** means all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of 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. By statute, certain items are exempt from public access (see attachment). Personal notes are not considered public record.

**Public records with short-term value** – Records of short-term value may be destroyed or otherwise disposed of when their reference value ends. These include items such as fax cover sheets containing only transmittal, routing slips, reservations and confirmations, and preliminary or rough drafts once the final document is completed.

**Custodian of the records** means the official in charge of the office that holds the public record, typically the department head or assistant department head or his/her designee.

### III. Procedures

- a. Requests for public records should be submitted in writing. The request should include the name, address, and telephone number of the requesting party. The request must be specific enough to enable the custodian to provide the information.
- b. The custodian shall allow inspection of the requested records, provided that they are public. The custodian is responsible to ensure that non-public or confidential records are excluded from the request. Records must be viewed in the presence of a custodian, and the viewing of public records may be done only during normal business hours.
- c. If copies are requested, copies must be provided in the requesting party's media of choice, providing the records are available in that format. Fees will be charged in accordance with the current fee schedule.
- d. The custodian shall provide the requested information but shall not offer any explanation of the records.

- f. The custodian of the records shall respond to the request as promptly as possible, with the time frame for response dependent upon the complexity of the request.
- g. The custodian must notify the City Manager of the request and provide to the Manager the information that is reviewed and produced to meet the request.

IV. Attachment

Records Exempt from Public Access

Approved:

Mick Berry  
Mick Berry, City Manager

6.20.06  
Date

### Records Exempt from Public Access\*

- Personnel records (except for employee's name, dates of employment, position, salary, date and amount of last salary change, date of most recent change in employment status, work location) (G.S. 160A-168)
- Criminal investigation records (except details of criminal incidents, information about person charged or arrested, circumstances of arrests, contents of 911 calls, radio communications between law enforcement personnel) (G.S. 132-1.4)
- Attorney-client consultations (becomes public after 3 years) (G.S. 132.1.1)
- Trade secrets or confidentialities of third parties (if designated as such when information was initially disclosed) (G.S. 132.1-2)
- Tax records containing information about taxpayer's income or receipts (G.S. 160A-208.1)
- Minutes of closed session meetings (until reason for closed session is no longer valid) (G.S. 143-318.10(e))
- Water and sewer customer billing information (G.S. 132-1.1(c) and (G.S. 132.1.2(2))
- Library customer records (G.S. 125-19)
- Social security numbers and other identifying information (G.S. 132-1.10)
- Economic development information (as long as public inspection would frustrate purpose for which record was created) (G.S. 132-6(d))

\*Note: This is a partial list of the exemptions that typically apply to municipalities. Other records may also be exempt from public access.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent and reliable data collection processes to support effective decision-making.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and reporting, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that data is used responsibly and ethically.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that data management practices remain effective and aligned with the organization's goals.

6. The sixth part of the document provides a detailed overview of the data management framework, including the roles and responsibilities of various stakeholders. It also includes a list of key performance indicators (KPIs) used to measure the success of the data management initiatives.

7. The seventh part of the document discusses the future outlook for data management, highlighting emerging trends and technologies that will shape the field. It also offers insights into how organizations can stay ahead of the curve by embracing innovation and continuous learning.

8. The eighth part of the document provides a comprehensive list of references and sources used in the research. It includes books, articles, and online resources that provide further information on data management and related topics.

9. The ninth part of the document includes a glossary of key terms and definitions used throughout the document. This helps to ensure clarity and consistency in the language used, making it easier for readers to understand the content.

10. The tenth part of the document provides a detailed index of the document's contents, allowing readers to quickly locate specific sections and topics. It also includes a list of page numbers for each section, facilitating easy navigation through the document.