

TR-407 Daily Distribution Report

Report Parameters:

Date Sent To Finance Begin: 2/1/2019
 Date Sent To Finance End : 2/28/2019
 Number of detailed years before grouping as prior: All

*Note : Discounts are considered as release of levy and are not part of Total(\$) column.

Tax District	Levy Type	RMV vs Non-RMV	Levy Less Penalties (\$)	Penalties (\$)	Interest (\$)	Other (\$)	Total (\$)	*Discounts (\$)
2019								
HYDE COUNTY	TAX	Non-RMV	658.89	0.00	46.99	0.00	705.88	0.00
	NA ADVANCE	Both RMV and Non-RMV	0.00	0.00	0.00	600.67	600.67	0.00
			658.89	0.00	46.99	600.67	1,306.55	0.00
2018								
HYDE COUNTY	TAX	Non-RMV	131,073.10	0.00	3,629.67	0.00	134,702.77	0.00
HYDE COUNTY	WATERSHED FEE	Non-RMV	373.22	0.00	10.27	0.00	383.49	0.00
HYDE COUNTY	WEST QUARTER FEE	Non-RMV	4,065.90	0.00	111.81	0.00	4,177.71	0.00
MOSQUITO	TAX	Non-RMV	272.39	0.00	9.43	0.00	281.82	0.00
	NA REFUND ADJUSTMENT	Both RMV and Non-RMV	0.00	0.00	0.00	0.01	0.01	0.00
			135,784.61	0.00	3,761.18	0.01	139,545.80	0.00
2017								
HYDE COUNTY	TAX	Non-RMV	8,396.38	0.00	976.91	0.00	9,373.29	0.00
MOSQUITO	TAX	Non-RMV	44.09	0.00	5.18	0.00	49.27	0.00
			8,440.47	0.00	982.09	0.00	9,422.56	0.00
2016								
HYDE COUNTY	TAX	Non-RMV	3,924.10	0.00	435.26	0.00	4,359.36	0.00
HYDE COUNTY	WATERSHED FEE	Non-RMV	43.31	0.00	17.70	0.00	61.01	0.00
			3,967.41	0.00	452.96	0.00	4,420.37	0.00

Tax District	Levy Type	RMV vs Non-RMV	Levy Less Penalties (\$)	Penalties (\$)	Interest (\$)	Other (\$)	Total (\$)	*Discounts (\$)
2015								
HYDE COUNTY	Advertisement Fee	Non-RMV	4.00	0.00	0.00	0.00	4.00	0.00
HYDE COUNTY	Attorney Fee	Non-RMV	90.35	0.00	0.00	0.00	90.35	0.00
HYDE COUNTY	TAX	Non-RMV	1,169.38	0.00	285.98	0.00	1,455.36	0.00
HYDE COUNTY	WATERSHED FEE	Non-RMV	37.86	0.00	1.13	0.00	38.99	0.00
			1,301.59	0.00	287.11	0.00	1,588.70	0.00
2014								
HYDE COUNTY	TAX	Non-RMV	76.24	0.00	241.95	0.00	318.19	0.00
			76.24	0.00	241.95	0.00	318.19	0.00
2013								
HYDE COUNTY	TAX	Non-RMV	76.24	0.00	236.29	0.00	312.53	0.00
			76.24	0.00	236.29	0.00	312.53	0.00
2012								
HYDE COUNTY	TAX	Non-RMV	0.00	0.00	25.22	0.00	25.22	0.00
			0.00	0.00	25.22	0.00	25.22	0.00
2011								
HYDE COUNTY	TAX	Non-RMV	73.13	0.00	1.65	0.00	74.78	0.00
			73.13	0.00	1.65	0.00	74.78	0.00
2009								
HYDE COUNTY	TAX	Non-RMV	123.89	0.00	1.11	0.00	125.00	0.00
			123.89	0.00	1.11	0.00	125.00	0.00
2006								
HYDE COUNTY	TAX	Non-RMV	146.45	0.00	3.55	0.00	150.00	0.00
			146.45	0.00	3.55	0.00	150.00	0.00
Total			150,648.92	0.00	6,040.10	600.68	157,289.70	0.00



Lois Stotesberry <lstotesberry@hydecourtnc.gov>

[countyclerks] 2019 General Schedule for Local Records Available

1 message

Bailey, Courtney <courtney.bailey@ncdcr.gov>
Reply-To: County Clerks in North Carolina <countyclerks@listserv.unc.edu>
To: County Clerks in North Carolina <countyclerks@listserv.unc.edu>

Fri, Mar 1, 2019 at 1:42 PM

The new [General Schedule for Local Government Agencies](#) is officially posted to the State Archives website and is now available for adoption. The PDF for this schedule is linked above and includes the signature page necessary for adoption.

In order to minimize confusion, we have also removed the general records standards from all other local government schedules posted on our website, even if they haven't been updated yet under the new system. Agencies that adopt the General Schedule should follow the General Schedule for all general records standards, and should continue following their most recently signed agency schedule for all their program records.

In order to be current on standards for records retention, all local government agencies should either a) adopt the General Schedule, or b) work with a parent agency or other administratively affiliated agency to ensure that that agency has adopted it. For more information on the adoption process, please see our [blog post on how to adopt these new schedules](#).

We encourage agencies to begin familiarizing themselves with the General Schedule as they work to adopt it. Since the new schedule is intended to replace the general records standards for multiple schedules, we don't have a formal change log, but the index on the [schedule PDF](#) does indicate where old records series were combined. We also have a list of all records series listed in the schedule, in schedule order, available for download and review: [2019_local_standards_series-lists](#).

Now that this update and the two planned program schedule updates are complete, the Records Analysis Unit will begin work on the program record updates we have planned for January 1, 2020: Agricultural Extensions, County Management, Local Education Agencies, Municipalities, Regional Councils of Government, and Tourism Development Authorities. If you work for one of these agencies (including charter schools) and you would like to help us as a subject matter expert on your records, please contact Emily Sweitzer at Emily.Sweitzer@ncdcr.gov.

All of our local records retention schedules can be found [here](#).



Courtney Bailey
Records Analyst
NC Dept. of Natural and Cultural Resources
919 814 6918

courtney.bailey@ncdcr.gov

215 N. Blount Street | 4615 Mail Service Center | Raleigh, NC 27699-4615

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

You currently are subscribed to **countyclerks**.
To unsubscribe send email to listserv@unc.edu with the Subject Line: **unsubscribe countyclerks**.
Other inquiries on list issues can be sent to listmgr@sog.unc.edu.

image001.png
58K

**2019 Local Government Agencies
General Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Your 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, "destroy when reference value ends."
- ✓ E-mail is a record as defined by G.S. § 121-5 and G.S. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming services for the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver halide negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

MATTAMUSKEET SENIOR CENTER

Manager's Monthly Report

February, 2019

Participants on Meals-On-Wheels	Swan Quarter	Fairfield	Engelhard	Matt. Village	Ocracke	TOTAL
	5	4	12	2	7	30
Total Meals-on-Wheels Served						600
Congregate Meals Served						179
Participants served for Congregate						13
Attendance to center for activities, (crafts, exercise, meals, meetings, etc.)						267
Feb. 4th- Blood Pressure by EMS	12 participants					
Feb. 13th- Hotline Presentation	- 10 participants					
Feb. 14th - Banana Split for Valentines	- 13 participants					
Feb. 21st - Day Painting with Jessica	- 10 participants					