



**RESOLUTION TITLE: ADOPTION OF NC DEPARTMENT OF CULTURAL RESOURCES
RECORDS RETENTION SCHEDULES**

WHEREAS, the NC Department of Cultural Resources, Division of Historical Resources Archives and Records requires official approval of the Records Retention and Disposition Schedule Amendments in order to maintain public records as required by law; and,

WHEREAS, the schedules require approval as outlined in G.S. 121-5(b) and submitted for approval by the NC Department of Cultural Resources, Division of Historical Resources Archives and Records; and,

WHEREAS, in 2019 the Government Records Section of the State Archives of North Carolina transitioned the process for updating local records retention schedules to a new model, which updates GENERAL records (records common to all government agencies) on an annual basis, and PROGRAM Record Retention Schedules (those records unique to an agency's mission) to be updated on a rotated schedule (approximately every five years). The BOC will adopt and sign these schedules as they are released; and,

WHEREAS, the 2021 General Records Schedule for Local Government Agencies will supersede the 2019 version, upon adoption; and,

WHEREAS, the 2021 Program Records Schedule for Local Government Agencies is a new retention schedule created from the former County Management Schedule (last updated in 2013) and the Municipal Retention Schedules (last updated in 2012). This Schedule replaces the former County Management Schedule.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby adopts the 2021 General Records Schedule for Local Government Agencies and the 2021 Program Records Schedule for Local Government Agencies, authorizing the County Commission Chairman to execute said schedules (hereby incorporated by reference) and directs the Clerk to the Board to notify the NC Department of Cultural Resources, Division of Historical Resources Archives and Records in Raleigh of this action.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:
