



RESOLUTION TITLE: TO AUTHORIZE THE COUNTY MANAGER TO ESTABLISH AND IMPLEMENT INTERNAL RECORDS RETENTION POLICIES AND PROCEDURES AND TO ESTABLISH MINIMUM RETENTION PERIODS WHERE REQUIRED

WHEREAS, the North Carolina Division of Archives and Records of the Department of Cultural Resources requires official approval of the Records Retention and Disposition Schedules and Amendments as outlined in NCGS § 121-5 to maintain public records as required by law; 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 Agency Program Record Retention Schedules (those records unique to an agency's mission) on a rotated schedule (approximately every five years); and,

WHEREAS, the Board of Commissioners will adopt and sign these schedules as they are released; and,

WHEREAS, the County Manager, as the chief administrator of County government, is responsible to the Board of Commissioners for administering all departments of County Government under the board's general control; and,

WHEREAS, the Board wishes to authorize the County Manager to establish an internal policy to ensure the proper destruction of obsolete records and the protection of essential records; and,

WHEREAS, the Board wishes to authorize the County Manager or her designee to develop procedures and/or set establish minimum retention periods for numerous records listed in the General Records Schedule and any applicable Agency Program Records Retention Schedules with the disposition instruction "destroy when reference value ends."

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the County Manager is hereby authorized to establish and implement internal Record Retention and Disposition policies and procedures for General Records and Agency Program Records Retention Schedules.

BE IT FURTHER RESOLVED that the County Manager is authorized to develop procedures and/or set minimum retention periods for any records containing the disposition instruction "destroy when reference value ends" for the General Records Schedule and any applicable Agency Program Records Retention Schedules.

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:

NO.	DATE	M1	M2	CBrown	AFrale	BHovis	KJohnson	TKeigher	TPhillbeck	RWarley	Vote
2022-042	02/22/2022	TP	RW	A	A	A	A	A	A	A	U

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Gaston County

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Board of Commissioners
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Board of Commissioners

Board Action

File #: 22-058

Commissioner Brown - BOC - To Authorize the County Manager to Establish and Implement Internal Records Retention Policies and Procedures and to Establish Minimum Retention Periods Where Required

STAFF CONTACT

Donna S. Buff, Clerk to the Board

BUDGET IMPACT

N/A

BUDGET ORDINANCE IMPACT

N/A

BACKGROUND

The North Carolina Division of Archives and Records of the Department of Cultural Resources requires official approval of the Records Retention and Disposition Schedules and Amendments as outlined in NCGS § 121-5 to maintain public records as required by law. The Board of Commissioners adopts and signs these schedules as they are released. Approval of this Board Action authorizes the County Manager or designee to establish internal records retention policies and procedures and to establish minimum retention periods where required.

POLICY IMPACT

Establish Internal Records Retention Policy

ATTACHMENTS

Resolution

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:

NO.	DATE	M1	M2	CBrown	AFrale	BHovis	KJohnson	TKeigher	TPhilbeck	RWorley	Vote
2022-042	02/22/2022	TP	RW	A	A	A	A	A	A	A	U

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A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS