



**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, the Government Records Section of the State Archives of North Carolina has transitioned the process for updating local records retention schedules to a new model; and,

WHEREAS, since many of the records created on a daily basis are common to all government agencies, the new model will update all of these GENERAL records on an annual basis. The new General Records Schedule for Local Government Agencies was released on March 1, 2019 and will be updated each year thereafter in January; and,

WHEREAS, Program Record Retention Schedules (which includes those records unique to an agency's mission) will be updated on a rotated schedule. The BOC will adopt and sign these schedules as they are released. In 2019, Retention Schedules for Local Health Departments and Soil and Water Conservation Districts were updated; and,

WHEREAS, the Board of Commissioners will adopt the updated General Records Schedule and any updated Program Schedules on an annual basis each January. In 2019, each local government agency will be required to adopt and sign the **2019 General Records Schedule**. Soil and Water Conservation Districts and Local Health Departments will also be required to adopt and sign the 2019 updated Retention Schedules for their respective agency and submit to the Clerk to the Board.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby adopts the 2019 General Records Schedule for Local Government Agencies; 2019 Local Health Departments Records Retention and Disposition Schedule; 2019 Soil and Water Conservation District Records Retention and Disposition Schedule; County Management Standard 6 – Program Records: Emergency Services Records; County Sheriff's Office Retention Schedule; County Sheriff's Office - Standard 8 - Program Operational Records, authorizing the County Commission Chairman to execute said schedules (hereby incorporated by reference) and directs the Clerk to the Board to so notify the NC Department of Cultural Resources, Division of Historical Resources Archives and Records in Raleigh of this action.

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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:

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