



Legislation Text

File #: 2019-182, Version: 1

TITLE **RECORDS RETENTION SCHEDULE UPDATES**

SPONSOR
Robin Keller

BACKGROUND

The universal update covering General Records is taking the form of a General Records Schedule for Local Government Agencies. When adopted, it supersedes the following standards on *all* local schedules published prior to March 1, 2019:

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information System (GIS) Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

To adopt this schedule, the governing board should take action in a regular open meeting—typically as part of the consent agenda or by resolution. The signature page to the schedule should then be signed by the Clerk, Manager, or other Executive Officer; and by the head of the governing body.

REQUESTED ACTION

1) Adopt the newly revised General Records Schedule for Local Government Agencies; Reaffirm that Portions of the Previously Adopted Schedules Are Still in Effect; and 3) Adopt the attached Guilford County Records Retention and Disposition Schedules for local

governments Concerning When Administrative/Reference Value Ends; and 4) authorize necessary signatures.