



Legislation Text

File #: 2019-364, Version: 1

TITLE

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPONSOR

Robin Keller

BACKGROUND

North Carolina General Statutes §121-5 (c) and G.S. §132-8 direct local governments to adopt and adhere records retention and disposition schedules that are managed by the Department of Cultural Resources. These schedules serve as an agreement between the local government office/department and the Department of Cultural Resources and serve as an inventory of records to be maintained and for how long.

These schedules must be approved by the governing board before the County is permitted to destroy records according to the schedule. The approval should be made in a regular meeting and recorded as an action in the minutes.

The Board is being asked to approve the following Records Retention and Disposition Schedules issued by the NC Department of Cultural Resources and authorize the Chairman to sign the schedules as outlined below as a part of an administrative clean up to ensure compliance with statutory guidelines.

A complete copy of the schedule is available at the Clerk's office.

BUDGET IMPACT

NO ADDITIONAL COUNTY FUNDS REQUIRED

REQUESTED ACTION

Approve the following amendment to the Guilford County Sheriff's Office Records Retention and Disposition Schedules issued by the NC Department of Cultural Resources and authorize the Chairman to sign the schedules as presented:

County Sheriff's Office - Records Retention Schedule Amendment Issued October 1, 2016