



Legislation Text

File #: 2019-227, Version: 1

TITLE

RECORDS RETENTION AND DISPOSITION SCHEDULES

SPONSOR

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BACKGROUND

North Carolina General Statutes 121-5 (c) and 132-8 direct local governments to adopt and adhere to records retention and disposition schedules that are managed by the NC Department of Cultural Resources. These schedules act as an agreement between the local government agency/department and the Department of Cultural Resources, and serves as an inventory for the types of and length of time certain records should be maintained.

These schedules must be approved by the governing board before the County is permitted to destroy records according to the schedule. The Board is being asked to approved the following Records and Retention Schedules issued by the NC Department of Cultural Resources:

Soil and Water Conservation District (SWCD) Schedule - issued March 1, 2019 and approved by the Guilford County Soil and Water Conservation District Board during its June 5, 2019 regular meeting

Local Health Department Schedule - issued March 1, 2019

The SWCD Schedule requires Board approval to ensure designated support staff are able to comply with the retention and disposition of certain records. In its role as the consolidated board of Guilford County Health & Human Services, the Board of Commissioners must approve the Local Health Department Schedule to remain in compliance with the most current records retention and disposition schedule.

BUDGET IMPACT

NO ADDITIONAL COUNTY FUNDS REQUIRED

REQUESTED ACTION

Approve the following Records Retention and Disposition Schedules issued by the NC

Department of Cultural Resources on March 1, 2019:
Soil and Water Conservation District Schedule
Local Health Departments Schedule