



## Legislation Details (With Text)

**File #:** 17-3790      **Version:** 1      **Name:** Approve the Records Retention and Disposition Schedule Amendment for the Sheriff's Office

**Type:** Consent      **Status:** Consent

**File created:** 2/1/2017      **In control:** Sheriffs Office

**On agenda:** 2/21/2017      **Final action:**

**Title:** Records Retention and Disposition Schedule (Sheriff's Office)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Record Retention Schedule Amendment\_Feb 2017

Date	Ver.	Action By	Action	Result
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**Title:**  
**Records Retention and Disposition Schedule (Sheriff's Office)**

### Summary

#### ACTION:

Approve an amendment to the County Sheriff's Office Records Retention and Disposition Schedule as required by the Government Records Section of the North Carolina State Archives

Staff Contact: Rachel Vanhoy, Sheriff's Office

Presentation: No

#### BACKGROUND/JUSTIFICATION:

The Government Records Section of the N.C. State Archives within the N.C. Department of Cultural Resources has issued an amendment to the 2015 County Sheriff's Office Records Retention and Disposition Schedule. The amendment is in reference to Standard 8 - Program Operational Records - Item 10, Audio and Video Recordings. A copy of the Amendment is attached. A copy of the full schedule can be found at the following address:  
[http://archives.ncdcr.gov/Portals/26/PDF/schedules/schedules\\_revised/County\\_Sheriff\\_11-15-2015.pdf](http://archives.ncdcr.gov/Portals/26/PDF/schedules/schedules_revised/County_Sheriff_11-15-2015.pdf).

Under N.C. General Statutes 121.d and 132.3, public records, including Sheriff's Office records, cannot be destroyed without the consent of the Department of Cultural Resources. The primary way that the Department gives its consent is provided by the Records Retention

and Disposition Schedule. This document is a tool for the employees of Sheriff's Offices across the state to use when managing the records in their offices. The schedule and amendments must be approved by the local Board of County Commissioners for use by the Sheriff's Office.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A