



## Legislation Details (With Text)

**File #:** 19-5446      **Version:** 1      **Name:** Records Retention and Disposition-New Retention Schedule Model for Local Governments  
**Type:** Consent      **Status:** Consent  
**File created:** 5/13/2019      **In control:** Attorney's Office  
**On agenda:** 6/4/2019      **Final action:**  
**Title:** Records Retention and Disposition- New Retention Schedule Model for Local Governments  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. 2019\_local\_standards\_0

Date	Ver.	Action By	Action	Result
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### Title:

**Records Retention and Disposition- New Retention Schedule Model for Local Governments**

### Summary

#### ACTION:

**Approve the attached Records Retention and Disposition Schedule dated March 1, 2019 and authorize the Board Chairman and Clerk to sign the approval documents**

**Staff Contact:** Tyrone C. Wade, County Attorney

**Presentation:** No

#### BACKGROUND/JUSTIFICATION:

The Archives Division of the Government Records Section of the Department of Natural and Cultural Resources (DNCR) promulgates retention schedules, which establishes the minimum retention periods for the categories of records listed in the schedules. The (DNCR) Archives and Records Section, has advised that beginning in 2019 all local records retention schedules will be updated on an annual basis. March 1 is the first update. These annual updates will include any updates to the General Records Standards as well as any scheduled updates to specific Program Records Standards. Subsequent updates will be issued on January 1 of each year. The new General Records Schedule for Local Government Agencies (General Schedule) applies to all local governments including municipalities, counties and local education agencies. The new General Schedule includes nine categories of records. Once a local government adopts the new General Schedule, it supersedes all previous agency

specific schedules for those categories. For those categories that are not covered by the new General Schedule, the most recently signed agency schedule will continue to apply for that program until a separate update is issued.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

Records Retention Policy

**FISCAL IMPACT:**

N/A