



Legislation Text

File #: 19-5446, Version: 1

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