



Legislation Text

File #: 19-5460, Version: 1

Title:

Local Health Department Records Retention and Disposition Schedule

Summary

ACTION:

Approve the updated Local Health Department Records Retention and Disposition Schedule in accordance with State requirement

Staff Contact: Gibbie Harris, MSPH, BSN
 Health Director

Presentation: No

BACKGROUND/JUSTIFICATION:

In accordance with regulations set by the NC Department of Health and Human Services and the Department of Natural and Cultural Resources - Division of Archives and Records, local health departments are required to store and dispose of records possessing administrative, fiscal, legal, research or reference value. The records retention and disposition schedule is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between the Mecklenburg County Health Department and the State Division of Archives of North Carolina. The schedule must be approved by the governing body and signed by the Chairman of the Board of County Commissioners. The updated schedule was adopted by the State on March 1, 2019.

PROCUREMENT BACKGROUND:

N/A

POLICY IMPACT:

N/A

FISCAL IMPACT:

N/A