



## **Buncombe County Board of Commissioners**

### **Request for Board Action**

**Meeting Date: 2/15/2022**

#### **Consent Agenda**

**Department:** County Manager/Legal Dept. **Presenter(s):** Michael Frue/Brandon Freeman

**Contact(s):** Michael Frue/Brandon Freeman

**Subject:** Resolution Approving Local Record Retention and Disposition Schedules

#### **Brief Summary:**

N.C. Gen. Stat. § 121-5(c) and § 132-8 require the State Archives of North Carolina of the Department of Natural and Cultural Resources to prepared General Records Schedules for Local Government Agencies to use when managing the records in their offices and require local governing bodies to approve such schedules.

The schedules are used when making decisions concerning the preservation and disposition of official records and must be adopted before any records may be destroyed.

The County Legal Department has reviewed the current General Records Schedules for Local Government Agencies together with all relevant Amendments thereto and has collaborated with the appropriate County officials and department heads to supplement said schedules, where required, with specific agency policies (see Exhibit A attached to the Resolution, which is a large file containing the retention schedules to be adopted).

#### **Recommended Motion & Requested Action:**

Adopt the Resolution Approving Local Record Retention and Disposition Schedules

#### **County Manager's comments and Recommendation:**

County Manager recommends approval.