

RESOLUTION ADOPTING RETENTION AND DISPOSITION SCHEDULES

WHEREAS, Wake County recognizes that the long-term and/or permanent preservation of electronic records requires institutional commitment and active management; and

WHEREAS, Wake County established an enterprise-wide Records Management Program and Policy in 2017 to manage and protect both active and inactive records, and determine how long information, data, and records must be retained; and

WHEREAS, Wake County complies with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records; and

WHEREAS, certain records series possess only brief administrative, fiscal, legal, research, and reference value, such that administrative efficiency is served by establishing and enforcing internal policies setting minimum retention periods for these records in accordance with Natural and Cultural Resources schedules; and

WHEREAS, Wake County is requested by the Department of Natural and Cultural Resources to sign a statement of approval of all relevant published Records Retention and Disposition Schedules; and

WHEREAS, Wake County complies with the provisions of Chapter 121 and 132 of the General Statutes of North Carolina, and with 07 NCAC 04M .0510 when deciding on the method of record destruction when records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified; and

WHEREAS, Wake County retains records subject to audit or records legally required for ongoing official proceedings which must be retained until released from such audits or official proceedings, including electronic records, not listed in the relevant Records Retention and Disposition Schedules; and

WHEREAS, Wake County desires to enter a Resolution confirming Wake County's Records Management Policy and incorporating all relevant Retention and Disposition schedules published by the North Carolina Department of Natural and Cultural Resources.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Commissioners (the "Board") for the County of Wake, North Carolina (the "County") that:

1. It is the continued policy of Wake County to retain records in accordance with all relevant retention and disposition schedules published by the North Carolina Department of Natural and Cultural Resources.
2. It is the continued policy of Wake County to enforce applicable State and local laws relevant within its jurisdiction.
3. Wake County shall coordinate with the North Carolina Department of Natural and Cultural Resources to ensure the continued implementation of these schedules through the Wake County

Records Management Program, Policy, and departmental procedures.

4. The Wake County Manager is authorized to sign the 2020 Consolidated Local Government Agencies Records Retention and Disposition Schedule, any future updates or amendments, and any Department specific Records Retention and Disposition Schedules.
5. Subsequent amendments of the retention schedules from the North Carolina Department of Natural and Cultural Resources are subject to this resolution without adoption of a new resolution by Wake County Commissioners.
6. The Wake County Manager is authorized to extend the Wake County Records Management Program and Policy to the offices of the Wake County Sheriff, Register of Deeds, Soil and Water Conservation District, and County Board of Elections by execution of a Memorandum of Understanding signed by the Manager and the respective Office or Board.
7. The Wake County Enterprise Records Manager shall review published retention schedules at least every three years and if needed, will present an updated consolidated signature page to the County Manager. This review also applies to the program-specific schedules for the offices of the Sheriff, Register of Deeds, Soil and Water Conservation District, and Board of Elections when a Memorandum of Understanding has been executed by the Manager and the respective Office or Board.
8. The Wake County Enterprise Records Manager is authorized to amend the Wake County Records Management Program, Policy, and departmental procedures subject to the approval of the Wake County Manager and compliance with N.C.G.S. Chapters 121 and 132 and 07 NCAC 04M .0510.

Adopted this the 17 day of February, 2020.

Gregory D. Ford, Chairman
Wake County Board of Commissioners

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I, Denise Hogan, Clerk to the Board of Commissioners for the County of Wake, North Carolina, DO HEREBY CERTIFY that the foregoing is a true and correct copy of so much of the proceedings of said Board for said County at a regular meeting held on the 17 day of February, 2020 as it relates to the adoption of the foregoing Resolution and that said proceedings are recorded in the minutes of said Board for said County.

WITNESS my hand and official seal of said County this 17 day of February, 2020.

[SEAL]

Clerk to the Board