

Item Title: Wake County's Records Management Program Update

Specific Action Requested:

That the Board of Commissioners accepts Wake County's Records Management Program Update.

Item Summary:

The State Archives of North Carolina advises counties to report on records management activities to the governing body on an annual basis. The purpose of such a report is to make the Board of Commissioners aware of significant records destruction activity, and to record such information into the minutes of the Board.

Background:

Wake County implemented an Enterprise Records Management Program in January 2017. The program has been growing and making progress since that time and is now implementing the practice of annual reporting to the Board of Commissioners via an annual memorandum to the Chair of the Board.

Managing the records of the county encompasses the entire lifecycle of records, from their creation, through active and inactive records management, and then ultimately in reviewing and destroying when such records have moved beyond their required retention time, as required by the Wake County Records Management Policy (developed and approved with the County Attorney's Office) and the twelve associated Records Retention and Disposition Schedules published by the North Carolina Department of Natural and Cultural Resources. Records Custodians and creators throughout the county demonstrate compliance with state law and county policy by carrying out records retention reviews and destruction.

Wake County's Records Management program supports the Board's Foundations of Service Goal 2: Increase overall employee satisfaction to 90% by 2029. Records disposition improves efficiency and service delivery by reducing the physical and electronic footprints consumed by expired records and also reduces cost and risk for the County.

Attachments:

1. Wake County's Records Management Program Update