

**Item Title:** Resolution Confirming Wake County's Agreement to Adopt All Relevant Records Retention and Disposition Schedules

**Specific Action Requested:**

**That the Board of Commissioners approves a resolution confirming Wake County's adoption and enforcement of all applicable local government Records Retention and Disposition Schedules and authorizes the County Manager to sign the 2020 Consolidated Local Government Agencies Records Retention and Disposition Schedule and subsequent amendments.**

**Item Summary:**

**Purpose:** The Board of Commissioners approves all resolutions and County policies. This resolution confirms Wake County's Records Management Policy and relevant Local Government Records Retention and Disposition schedules.

**Background:** Wake County is committed to demonstrate compliance with all applicable state and local public records laws. Wake County established its enterprise-wide Records Management Program in January 2017 and published the first Records Management Policy effective October 1, 2017. Wake County is required to manage and retain records in accordance with N.C.G.S 132 and 121. In addition, agencies under the fiscal control of Wake County including the Wake County Sheriff, Wake County Register of Deeds, Soil and Water Conservation District, and Wake County Board of Elections, are required to manage and retain records in accordance with N.C.G.S. 132 and 121.

The Office of the County Attorney has requested that the Records Management Policy and all relevant Local Government Records Retention and Disposition Schedules as published by the North Carolina Department of Natural and Cultural Resources be incorporated into a general resolution of the Board of Commissioners for the purpose of record keeping and County-issued certifications of the policy, including amendments.

**Board Goal:** This action supports standard County operations.

**Fiscal Impact:** This action has no financial impact

**Additional Information:**

None.

**Attachments:**

1. Resolution
2. Consolidated Signature Page
3. MOUs with Elected Officials