



HAYWOOD COUNTY
BOARD OF COMMISSIONERS

AGENDA REQUEST

Must be presented to the County Manager's Office
NO LATER THAN 5 P.M. FRIDAY THE WEEK BEFORE THE MEETING

DATE OF REQUEST: Friday, February 26, 2016
FROM: Sheriff Greg Christopher
MEETING DATE REQUESTED: Monday, March 7, 2016 at 9:00am
Regular meetings: First (1st) Monday of the month at 9:00 am
Third (3rd) Monday of the month at 5:30 pm

SUBJECT:

Records retention policy for the Haywood County Sheriff's Office

REQUEST:

To adopt the attached resolution regarding the records retention policy for the Haywood County Sheriff's Office (Attachment #1).

BACKGROUND:

Based upon provisions contained in Chapters 121 and 132 of the North Carolina General Statute as it pertains to the guidelines governing the retention and disposition of records within the Haywood County Sheriff's Office.

IMPLEMENTATION PLAN: \$0.00

FINANCIAL IMPACT STATEMENT:

SUPPORTING ATTACHMENTS: YES NO HOW MANY?

LIST:

1. Copy of the Records Retention Resolution

0If yes, please forward one ORIGINAL ATTACHMENT to the Clerk to the Board.

PowerPoint Presentation: YES NO

Haywood County Sheriff's Office
Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

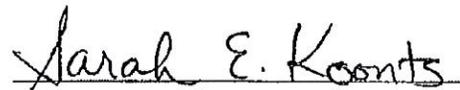
This local government agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

The local government agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

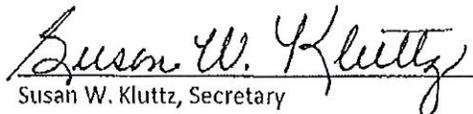
Haywood County Sheriff



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman, Haywood Board of
County Commissioners



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

County: _____