



City of Greensboro

Melvin Municipal
Office Building
300 W. Washington Street
Greensboro, NC 27401

Agenda Report

File Number: 2024-846

Agenda Item# G.4.

Agenda Date: 12/17/2024. **Department:** Legislative/City Council
Meeting Type: Council Meeting **Category:** Consent Agenda

Title: 2024 – 846 Resolution to Adopt the Electronic Records and Imaging Policy and Procedure

Council Priority: Place an ‘x’ in the box.

- | | |
|--|--|
| <input type="checkbox"/> Safest City | <input type="checkbox"/> Most Skilled Workforce |
| <input type="checkbox"/> Easiest Place to Do Business | <input type="checkbox"/> Most Connected City |
| <input type="checkbox"/> Youth Sports Capital | <input type="checkbox"/> Hub of Recreation and Entertainment |
| <input type="checkbox"/> Abundance of Attainable Housing | <input checked="" type="checkbox"/> Other/Admin <u>Electronic Records Policy</u> |

Council District: All

Public Hearing: No

Advertising Date/By: N/A

Contact 1 and Phone: Angela Lord, Ext 2396

Contact 2 and Phone: Destiny Stansberry, Ext 2396

PURPOSE:

To adopt the Electronic Records and Imaging Policy and Procedures in order for the City to properly store records via electronic means. Click the link below to review policy as approved by the North Carolina Department of Natural and Cultural Resources.

[Electronic Records and Imaging Policy and Procedures](#)

BACKGROUND:

The City of Greensboro is the third largest city in North Carolina and produces a large amount of records. As departments within the municipality have grown, interest in maintaining records electronically have heightened. The Electronic Records and Imaging Policy and Procedures offers clear guidelines on the best way to properly store records electronically. Permeant records may be digitized, but must never be destroyed. These records must remain in human readable form following the retention schedule guidelines. This policy can help minimize the overflow of record storage within departments and provide a quick and accessible way to view records. A scheduled training with the North Carolina Department of Natural and Cultural Resources will be held to ensure departments have a clear understanding of the Electronic Records and Imaging Policy and Procedures. This policy will become effective January 1, 2025.

Vision Statement: “A Community with Endless Economic Opportunities and Exceptional Quality of Life.”

BUDGET IMPACT:

N/A

ACCOUNT NUMBER:

N/A

RECOMMENDATION / ACTION REQUESTED:

It is recommended that City Council approve this resolution to adopt the Electronic Records and Imaging Policy and Procedures.