

RESOLUTION TO ADOPT THE ELECTRONIC RECORDS AND IMAGING  
POLICY AND PROCEDURE

WHEREAS, the North Carolina Department of Natural and Cultural Resources requires any agency that images its records or maintains electronic records with retention periods of ten or more years to create and sign an Electronic Records and Imaging Policy;

WHEREAS, the Electronic records policy is designed to be used as a guideline tool to ensure that electronic records produced by municipal agencies are able to be retained for the designated retention period and are created, reproduced and managed properly;

WHEREAS, the City of Greensboro is the third largest city in North Carolina, and continuously produces a large amount of records for management; with technology on the raise, this policy will allow for the City of Greensboro to store records safely and minimize storage overflow;

WHEREAS, permeant records may be digitized, but must never be destroyed; and shall remain in human readable form following the retention schedule guidelines;

WHEREAS, the Electronic Records policy will assist in providing a layer of protection for records in the event of unforeseen circumstances such as natural disasters; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENSBORO:

The City of Greensboro adopts the Electronic Records and Imaging Policy and Procedure.