

City Council – Action Request Form

Date: April 8, 2024

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Angela Carmon, City Attorney
Thomas Kureczka, Chief Information Officer

Council Action Requested:

Adoption of a Resolution Approving the Electronic Records and Imaging Policy and Procedures.

Strategic Focus Area: Service Excellence

Strategic Objective: N/A

Strategic Plan Action Item: N/A

Key Work Item: N/A



Summary of Information:

In January 2022, the Winston-Salem City Council updated its retention and disposition schedule for the retention and disposition of city records in accordance with the guidelines published by the North Carolina Department of Natural and Cultural Resources, the Division of Archives and Records (“Division”). Said Division also published additional guidelines providing a retention and disposition period for program records applicable to local government agencies, which were approved by City Council on March 4, 2024.

The North Carolina Department of Natural and Cultural Resources has also published related guidelines and a template pertaining to electronic records and imaging policy and procedures applicable to local government agencies, which likewise require governing body approval. Using these guidelines, staff has prepared a City of Winston-Salem Electronic Records and Imaging Policy and Procedures document.

Committee Action:

Committee	<u>CD/H/GG- 04/08/24</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks:

The purpose of the Policy is to protect all records created or received by staff to support daily operations and the delivery of services. These records may be permanent or non-permanent, and confidential or non-confidential. Compliance with this Policy will increase the reliability and accuracy of records stored in information technology systems, ensure accessibility over time, and enhance the levels of security and privacy. The Policy serves as basic documentation of the procedures followed by staff in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the retention and disposition schedule.

The attached City of Winston-Salem's Electronic Records and Imaging Policy and Procedures is recommended for your approval.