



Board of Health Agenda Item Memorandum

Department/Division Submission & Review:

Chrissy Lee, Administration Director

Item Description:

Presentation, discussion, consideration, and possible action adopting the Texas State Library and Archives Commission *Local Schedule GR, Retention Schedule for Records Common to All Local Governments* and *Local Schedule HR, Retention Schedule for Records of Public Health Agencies* as the official document retention schedules of the Bell County Public Health District and appointing the Administration Director as the records retention officer.

Item Summary:

Proper storage and disposal of documents is a vital aspect of local government. As such, adoption of the Texas State Library and Archive Commission records retention schedules specifically constructed for local governments and health agencies is essential in managing the various documents generated by each division within BCPHD.

By adopting schedules created by the State Library and Archive Commission, we ensure staff are utilizing the most accurate and comprehensive system for the proper management and disposal of documents as possible.

After adoption, internal policies and procedures will be created to ensure strict adherence to each schedule. A records retention officer is customarily appointed to oversee the records retention program.

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval as presented.

Attachments:

Links to the respective schedules will be sent to Board members upon request.