

# RICHARDSON BAY REGIONAL AGENCY

## RESOLUTION NUMBER 23-15

OF THE RICHARDSON BAY REGIONAL AGENCY

ADOPTING A RECORDS POLICY AND RECORDS RETENTION SCHEDULE

WHEREAS, it is a common practice for governmental agencies to establish policies guiding their actions in accordance with best practices among governmental agencies; and

WHEREAS, the Richardson Bay Regional Agency does not have a Records Policy and Records Retention Schedule; and

WHEREAS, it is a best practice among governmental agencies to establish a records management program that is based on a records retention and disposition schedule; and

WHEREAS, The Agency has recently undergone significant efforts to elevate its transparency as demonstrated on the Agency website; a comprehensive records management program and retention schedule helps move this effort even further along and aligns with local government best practices; and

WHEREAS, following the recommended Richardson Bay Regional Agency Records Policy and Records Retention Schedule provides definitive direction for staff to operate by,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Richardson Bay Regional Agency hereby adopts the attached Richardson Bay Regional Agency Records Policy and Records Retention Schedule and as may be amended.

The foregoing resolution was passed and adopted this 14<sup>th</sup> day of December 2023, by the following vote of the Board of Richardson Bay Regional Agency, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

CERTIFICATION:

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James K. Lynch, Board Chair

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Karen Prows, Board Clerk