

## RESOLUTION NO. 5 OF 2014

### A RESOLUTION ESTABLISHING A RECORDS RETENTION POLICY FOR THE SALINE COUNTY REGIONAL SOLID WASTE MANAGEMENT DISTRICT; AND, FOR OTHER PURPOSES

WHEREAS, The Saline County Regional Solid Waste Management Board (hereafter, the “Board”) was established and exists pursuant to Arkansas Code Annotated §§ 8-6-701 *et seq.*, and as such, is a State Agency as defined by ACA § 25-18-603(2)(A) which therefore is within the purview of ACA §§ 25-18-601 *et seq.*, and Arkansas Department of Finance and Administration Agency Policy #200.00 “The Arkansas General Records Retention Schedule” Version 2.0, dated August 2006 promulgated thereunder (collectively, the “State General Records Retention Policy”); and,

WHEREAS, The Board of Directors of the Saline County Regional Solid Waste Management District (“District”) has determined that the District has to date maintained public records for periods of time in excess of those required by the State General Records Retention Policy to the extent that the District’s accumulated public records now exceed the space available to the District for storage of those records, and has decided therefore that the District should adopt a formal policy governing the retention of public records of the District; and,

WHEREAS, The State General Records Retention Policy does not cover all public records maintained by the District; and,

WHEREAS, The Executive Director has proposed the records retention policy set forth in this Resolution, and after deliberation the Board has found and determined that the proposed policy conforms to and complies with the State General Records Retention Policy and adequately and appropriately provides for the administrative needs of the District and for the needs of the public; and,

WHEREAS, Pursuant to public notice given in accordance with ACA § 25-15-204 (1) the Board has conducted a Public Hearing on December 17, 2014, and has solicited comments from the public regarding the substance of this Resolution; and,

WHEREAS, The Board has considered all public comment and other information presented to it and has determined that taking the action set out herein is in the best interest of the Saline County Regional Solid Waste Management District and is in the best interest of the persons and entities served by the District;

NOW, THEREFORE, BE IT RESOLVED by the Saline County Regional Solid Waste Management District, that:

SECTION 1:       *Policy Established; Compliance Required.* The Board does hereby establish, adopt and put into force this Resolution as the Records Retention Policy of the District. All employees of the District

are hereby required to comply with the provisions of this Resolution in the discharge of their duties involving the creation, retention and/or destruction of all public records of the District.

SECTION 2: *State General Records Retention Policy.* The Board hereby adopts as the District records retention policy the State General Records Retention Policy, subject, however, to the exceptions stated in Section 3 below. The Executive Director shall maintain at all times at least one (1) copy of the State General Records Retention Policy in either paper or electronic format at the office of the District.

SECTION 3: *Exceptions.* Notwithstanding the requirements stated in Section 2 above, the District shall retain the following listed records for the periods indicated below:

- a. Employee pay records: Five years after employment has ended
- b. Financial Records evidencing the day-to-day business of the District Five years
- c. Audit Reports Permanently
- d. Bank Statements Five years

SECTION 4. *Existing Records.* The Executive Director is hereby authorized and directed to determine as of the effective date of this Resolution which District public records are not required by this Resolution to be maintained, and forthwith dispose of the those records,

and thereafter on at least an annual basis to dispose of the District public records which are no longer required by this Resolution to be maintained.

SECTION 6. *Prior Conflicting Resolutions Repealed.* All Resolutions of the Board and parts thereof in conflict with the provisions of this Resolution are, upon the effective date of this Resolution, repealed to the extent of such conflict, but not otherwise.

SECTION 7: *Effective Date.* This Resolution is effective and in force from and after the date of its passage and approval.

PASSED AND APPROVED this \_\_\_\_\_ day of \*\*\*, 2014.

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CHAIRMAN

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SECRETARY