RESOLVED, By the_______________________________[title of governing body] of
_______________________________[local government name]

The_______________________________[local government name] shall maintain all digitally
created records in their native digital format for the legally proscribed retention period of the record. The
_______________________________[local government name] shall maintain all digital records
adhering to the guidelines set forth in the Regulations of the Commissioner of Education Part 185.8.

Copies of records in other formats, including paper, shall be deemed convenience copies and disposed of when no
longer needed for reference or other administrative purposes.