

ELECTRONIC RECORDS MODEL RESOLUTION

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.