

Policy 16-01: Record Retention for Individual Commission Member's Meeting Materials

Approved by Commission: October 14, 2016

Effective Date: October 14, 2016

The State Government General Records Retention provides that individual Commission members' meeting materials including agendas, meeting packets, working notes, drafts and related correspondence and communications shall be retained until no longer needed for agency business and then be destroyed. (GS 09026).

Accordingly, the Commission determines:

1. The records that need to be retained for the business needs of the Commission are those documents which individual Commission members rely upon in the formulation of the Commission's adopted comments on annual tax preference reviews conducted by JLARC staff.
2. In order to satisfy the Commission's business need for these records, the records shall be retained by Commissioners until the adoption of the Commission's comments for each review cycle.