

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2011- 45

A RESOLUTION ESTABLISHING THE POSITION OF THE GOVERNING BODY ON THE ISSUE OF RETENTION OF CALL LOGS FROM CELL PHONE BILLS TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, the Board of Commissioners has been made aware that an investigation is ongoing by the District Attorney of Clayton County, Georgia regarding the shredding by employees in the Finance Department of call logs from cell phone bills received by the County; and

WHEREAS, the Board of Commissioners adopted Resolution 2005-82 on July 19, 2005 authorizing the Director of Finance to implement records retention schedules attached thereto as Exhibit "A"; and

WHEREAS, said Resolution authorized the Director of Finance to destroy those records that exceed the approved retention period; and

WHEREAS, the retention schedule provides for the retention of records documenting payments made by the government for services or items purchased and vouchers and invoices evidencing the charges for said items or services for a period of five (5) years;

WHEREAS, the Board of Commissioners has determined that a plan has been in place whereby the Department of Information Technology for the County receives and reviews all cell phone invoices for accuracy and to insure compliance with the plan prior to forwarding said invoices to the Finance Department for payment; and

WHEREAS, the Director of Finance has developed a policy whereby the call logs from said cell phone bills, which consist of approximately two thousand (2000) pages per month, are destroyed by shredding and the invoice from the carrier is retained pursuant to the retention schedule; and

WHEREAS, the Board of Commissioners understands that Archives advice No. 8 published by the Secretary of State through the Georgia Archives under the direction of David W. Carmichael, Director, provides that destroying records to free up space is an approved reason for destruction and that destruction by shredding is an excellent method of destroying paper media; and

WHEREAS, the Board understands that telephone call logs are considered transitory by the State of Georgia Secretary of State Archives information system; and

WHEREAS, after consultation with the account manager for the County's cell phone carrier, it has been determined that the invoices along with the detailed phone call log are maintained by the carrier for a period of five (5) years; and

WHEREAS, it is within the province of the governing body of Clayton County, Georgia to determine whether actions of its employees are consistent with the policy of the county as adopted by said governing body.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF  
CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED

Section 1. The Board of Commissioners hereby officially determines that the policy of the Finance Director to shred telephone call logs received with cell phone bills after the same have been reviewed by the Department of Information Technologies is consistent with the retention schedule approved by Resolution 2005-82 and in effect at all times thereafter.

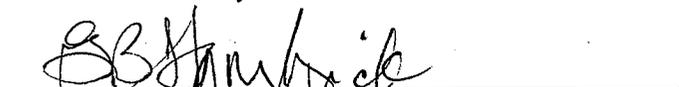
Section 2. This Resolution shall be effective upon its approval by the Board of Commissioners.

SO RESOLVED, this the 15<sup>th</sup> day of March, 2011.

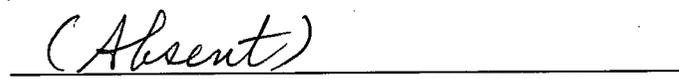
CLAYTON COUNTY BOARD OF COMMISSIONERS

  
ELDRIN BELL, CHAIRMAN (OPPOSED)

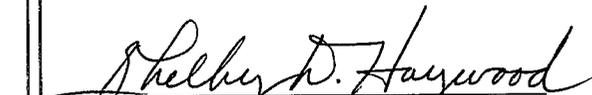
  
WOLE RALPH, VICE CHAIRMAN

  
GAIL B. HAMBRICK, COMMISSIONER

  
SONNA SINGLETON, COMMISSIONER

  
MICHAEL EDMONDSON, COMMISSIONER

ATTEST:

  
SHELBY D. HAYWOOD, CLERK