

Warren County Board of Supervisors

RESOLUTION NO. 482 OF 2014

Resolution introduced by Supervisors Taylor, McDevitt, Frasier, Vanselow, Wood, Brock and Seeber

APPROVING THE WARREN COUNTY POLICY ON PRESERVATION OF INSTITUTIONAL INFORMATION

WHEREAS, the Warren County Attorney is proposing a uniform policy and procedure applicable to all Warren County Officials, Warren County Departments and employees with respect to preservation of institutional information maintained by the County, and

WHEREAS, the policy would be operative whenever the County reasonably anticipates litigation or has direct notice of litigation or the likelihood of litigation and requires the preservation and maintenance of all documents and records that could be considered relevant and material to the potential or actual litigation, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approve the Warren County Policy on Preservation of Institutional Information, a copy of which shall be kept on file with the Clerk of the Board of Supervisors, and be it further

RESOLVED, that the policy shall be effective immediately.