

## **RESOLUTION NO. 310**

### **RECORD RETENTION POLICY FOR DOCUMENTS CREATED OR MAINTAINED PURSUANT TO THE AMERICAN RESCUE PLAN ACT OF 2021 CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY ALBANY COUNTY**

Introduced: 7/10/23

By A. Joyce:

WHEREAS, The County of Albany received funds from the American Rescue Plan Act which may be used for various projects and programs within the County to help mitigate the long-term effects of the COVID-19 Pandemic, and

WHEREAS These funds are subject to the provisions of the federal Uniform Guidance, 2 CFR Part 200 (UG), and the County intends to follow the US Treasury's record retention requirements, as well as the provisions of the Uniform Guidance 2 CFR Part 200, now, therefore, be it

RESOLVED, By the Albany County Legislature that the Record Retention Policy for Documents Created or Maintained Pursuant to the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds by Albany County, as annexed hereto, is hereby adopted, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of the resolution the appropriate County Officials.

**RECORD RETENTION POLICY FOR DOCUMENTS CREATED OR MAINTAINED PURSUANT TO THE AMERICAN RESCUE PLAN ACT OF 2021 CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY ALBANY COUNTY**

**WHEREAS** the County of Albany has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

**WHEREAS** the ARP/CSLFRF are subject to the provisions of the federal Uniform Guidance, 2 CFR Part 200 (UG), as provided in the [Assistance Listing 21.027](#); and

**WHEREAS** the ARP/CSLFRF [Terms and Conditions](#) and the [Compliance and Reporting Guidance](#) (v.5.0 September 2022) set forth the U.S. Department of Treasury's ("Treasury") record retention requirements for the ARP/CSLFRF award; and

**WHEREAS** the Treasury is responsible for implementing ARP/CSLFRF and has enacted a Final Rule further clarifying record retention requirements; and

**WHEREAS** it is the intent of the County of Albany to follow Treasury's record retention requirements, as well as the provisions of the Uniform Guidance 2 CFR Part 200, as it expends CSLFRF pursuant to the APR/CSLFRF Terms and Conditions;

**BE IT RESOLVED** that the Albany County Legislature hereby adopts and enacts the following Record Retention Policy for documents created or maintained pursuant to the ARP/CSLFRF award.