

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** October 18, 2006

**SUBJECT:** Public Records Disposal Request

**ATTACHMENTS:** Yes

**SUMMARY OF REQUEST:**

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County's Records Retention Policy and the provisions of N.C.G.S 121 and 132 as the period for retention of these records has expired.

**COUNTY MANAGER'S RECOMMENDATION:**

It would be appropriate for the Board to approve this public records disposal request at today's meeting as it meets the requirements of the County's current Records Retention Policy.

# HENDERSON COUNTY

## PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: Finance

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Bank Statements, canceled checks, deposit slips and reconciliations - FY2003	✓		2.5	
Cash receipts records FY2003	✓		2.15	
Paid invoice files FY2003	✓		2.39	
ASS 1571 reports FY2003	✓		2.8	
ASS Jobs Mileage Files FY2003	✓		2.39	
Accounts Receivable Billing Files FY2003	✓		2.8	
Vehicle Maint. tickets FY2003	✓		2.21	
Occupancy tax reports FY2003	✓		2.51	
Employee timesheets FY1999	✓		2.49	
Deduction registers FY1999	✓		2.48	
Employee earnings records			2.30	
Employee accrual records FY1999	✓		2.49	

\*If duplication is required, indicate method.

Approval is requested for the records listed above to be destroyed in accordance with the provisions of G.S. 121 and 132. The period for retention of these records, as prescribed by the North Carolina Department of Cultural Resources, has expired; **OR** where the period for retention has not expired, the original records have been duplicated on microfilm, microfiche, data processing or word processing equipment, with the understanding that said duplication shall be maintained for the specified period of retention. **NONE** of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.

James C. McJannet  
Department Head

10/18/04  
Date

Submitted to the Henderson County Board of Commissioners. The Board:

APPROVED   
DISAPPROVED

the destruction/duplication of the above records and such approval/disapproval has been entered into the official minutes of the Board of Commissioners meeting held on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Clerk to the Board

# HENDERSON COUNTY

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Clerk to the Board