

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** February 18, 2009

**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 located under Tab 14 of the Henderson County Administrative Manual and the provisions of N.C.G.S. 121 and 132 as the period for retention of these records has expired.

**BOARD ACTION REQUESTED:**

The Finance Department requests that the Board consider approving the attached Public Records Disposal Request and Destruction Log.

**Motion Suggested:**

**I move that the Board approve the Public Records Disposal Request and Destruction Log submitted by the Finance Department.**

# 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	✓		2.15	
Account reconciliations - FY05 Cash receipts records - FY05	✓		2.15	
Paid invoice files - FY05 QSS 1571 Reports - FY05	✓		2.39 2.8	
QSS 1571 Mileage - FY05 Accts Rec. Billing files - FY05	✓		2.39 2.8	
Vehicle maint. tickets - FY05 Occupancy tax reports - FY05	✓		2.21 2.51	
Employee timesheets - Pre FY01 Deduction registers - Pre FY01	✓		2.49 2.48	
Employee earnings records - Pre FY01 Employee personal records - Pre FY01	✓		2.30 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. McDowell  
Department Head

2/18/09  
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