

REQUEST FOR BOARD ACTION

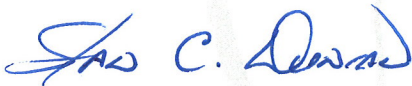
**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: September 8, 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 Disposal Requests and Destruction Logs – **four (4) included** in accordance with the County's Record Retention Policy and the provisions of the North Carolina Department of Cultural Resources Records Retention and Disposition Schedule, a copy of said page attached hereto, as the period of these records have expired.

Faithfully Submitted,



Stan C. Duncan

County Assessor

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

Suggested Motion: Approve the Public Records Disposal Request and Destruction Log.

**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: _____

ASSESSOR

| RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY | RECORDS WILL BE | | RECORDS RETENTION SECTION | IF APPROVED, DATE DESTROYED |
|---|-----------------|------------------|---------------------------|-----------------------------|
| | DESTROYED | *DUPLICATED | | |
| <i>Accounts Payable</i> | | <i>✓</i> | <i>Standard 2</i> | |
| | | <i>scanned</i> | <i>Item # 1</i> | |
| <i>1999-June 2006</i> | | <i>stored on</i> | | |
| | | <i>network</i> | | |
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*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.

John C. Duncan

Department Head

5 Aug '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

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS

Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the register of deeds office.

| STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS | | | |
|--|--|--|---------------|
| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1. | ACCOUNTS PAYABLE Records concerning the status of accounts in which the county owes money to firms or individuals. | Destroy in office after 3 years.* | |
| 2. | ACCOUNTS RECEIVABLE Records concerning receivables owed and collected. | Destroy in office after 3 years.* | |
| 3. | ACCOUNTS UNCOLLECTABLE | Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.* | |
| 4. | ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval. | Destroy in office after 5 years. <i>Retention Note: Records have potential historical value and may be retained for longer periods of time.</i> | G.S. § 159-11 |
| 5. | AUDIT REPORTS Reports and related records documenting audits conducted on departments and programs. Also includes annual audits prepared by external independent auditors verifying financial activity for the year. | Destroy in office after 5 years. <i>Retention Note: Records have potential historical value and may be retained for longer periods of time.</i> | G.S. § 159-34 |
| 6. | AUTHORIZATION FORMS | Destroy in office after 3 years.* | |
| 7. | BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, AND RECONCILIATIONS | Destroy in office after 3 years.* | |

Page A of the Records Retention & Disposition Schedule - County Tax Administration - Issued by: NC Dept. of Cultural Resources, Division of Historical Resources, Archives & Records Section Government Records Branch; published April 1, 2004

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.

**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: _____

Assessor

| RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY | RECORDS WILL BE | | RECORDS RETENTION SECTION | IF APPROVED, DATE DESTROYED |
|---|-----------------|-------------|---------------------------|-----------------------------|
| | DESTROYED | *DUPLICATED | | |
| <i>Time CARds</i> | <i>✓</i> | | <i>Standard 2</i> | |
| <i>2000-June, 2006</i> | | | <i>Item # 37</i> | |
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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.

[Signature]

Department Head

5 Aug '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

STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS

| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
|--------|--|--|---|
| 35. | PAID CHECKS, BILLS AND VOUCHERS | Destroy in office after 1 year.* | |
| 36. | PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). | a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy remaining records in office after 4 years.* | Comply with applicable provisions of G.S. §153.A-98 and §160.A-168 regarding confidentiality of personnel records. |
| 37. | PAYROLL AND EARNINGS RECORDS Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. | a) Transfer records documenting personnel actions to individual's personnel jacket. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.* | Comply with applicable provisions of G.S. §162.A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a) |
| 38. | PETTY CASE RECORDS | Destroy in office after 1 year.* | |
| 39. | PRICE QUOTATIONS | Destroy in office after 1 year.* | |
| 40. | PROCUREMENTS AND PURCHASING | Destroy in office after 3 years.* | |
| 41. | PURCHASE ORDERS Records, forms and attached documents used to purchase supplies, equipment, and services. | Destroy in office after 3 years.* | |
| 42. | PURCHASING REPORTS | Destroy in office after 1 year.* | |
| 43. | RECIPIENT CHECK AND CANCELLATION REGISTERS | Destroy in office after 3 years.* | |

Page 13 of the Records Retention & Disposition Schedule - County Tax Administration - Issued by: NC Dept. of Cultural Resources, Division of Historical Resources, Archives & Records Section Government Records Branch; published April 1, 2004

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HENDERSON COUNTY

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: ASSESSOR

| RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY | RECORDS WILL BE | | RECORDS RETENTION SECTION | IF APPROVED, DATE DESTROYED |
|---|-----------------|---|---------------------------|-----------------------------|
| | DESTROYED | *DUPLICATED | | |
| 2009 REAL PROPERTY LISTING FORMS 8,602 | ✓ | FORMS HAVE BEEN SCANNED AND ATTACHED TO THE PARCEL RECORD AS A DOCUMENT | STANDARD-6 Item #2 | |
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Law C. Dawson
Department Head

5 Aug '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

STANDARD-6. PROGRAM OPERATIONAL RECORDS: PROPERTY APPRAISAL RECORDS. Records received and created by county tax offices necessary to meet all statutory requirements.

| STANDARD-6. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS | | | |
|---|---|---|--|
| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 1. | AGRICULTURAL, HORTICULTURAL, AND FORESTLAND DEFERRED TAXES | Destroy in office after 10 years or two revaluation cycles, whichever occurs first. | G.S. 105-277.6 |
| 2. | APPRAISAL MONITORING RECORDS Records used to discover unlisted and under-appraised real and personal property during non-revaluation years. Includes field notes, correspondence to and from property owners, and similar records documenting changes in parcel features and characteristics used to update property records. | a) Destroy in office records concerning real property after 10 years or two revaluation cycles, whichever occurs first. b) Destroy in office records concerning personal property after two revaluation cycles. See also REVALUATION RECORDS item 16, page 35. | G.S. 105-287 |
| 3. | BOARD OF EQUALIZATION AND REVIEW (APPEALS FILE) Records associated with appeals to the Board of Equalization and Review. Includes appeal letters, hearing notices, listing information, affidavits, staff recommendations and final actions. | a) Destroy in office 4 years after final settlement appeals concerning real property. b) Destroy in office 1 year after final settlement appeals concerning personal property and motor vehicles. | G.S. 105-322 G.S. 105-323 G.S. 105-325 |
| 4. | BOARD OF EQUALIZATION AND REVIEW (MINUTES AND ATTACHMENTS) Official minutes summarizing each appeal heard before the Board of Equalization and Review. | Retain in office permanently. See the Microfilm section on page viii for instructions on microfilming. | G.S. 105-322 |
| 5. | LOCAL GOVERNMENT COMMISSION REPORTS (DEPARTMENT OF REVENUE) | Destroy in office after 3 years. | |

Page **33** of the Records Retention & Disposition Schedule - County Tax Administration - Issued by: NC Dept. of Cultural Resources, Division of Historical Resources, Archives & Records Section Government Records Branch; published April 1, 2004

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**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: Assessor

| RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY | RECORDS WILL BE | | RECORDS RETENTION SECTION | IF APPROVED, DATE DESTROYED |
|---|-----------------|-------------|---------------------------|-----------------------------|
| | DESTROYED | *DUPLICATED | | |
| 1999-2005 | ✓ | | Standard 7 | |
| Release & Refund Reports & documentation | | | Item # 11 | |
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[Signature]
Department Head

5 Aug 09
Date

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

APPROVED
DISAPPROVED

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Clerk to the Board

| STANDARD-7. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS | | | |
|--|---|--|------------------------------|
| ITEM # | RECORD SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
| 11. | RELEASE AND REFUND RECORDS Includes requests for release and refund submitted by taxpayer, correspondence to and from taxpayer, decisions of governing board, release and refund monthly reports and supporting records. | a) Destroy in office release and refund monthly reports 1 year from date of submission. b) Destroy in office all remaining records 3 years after final settlement.* Destroy in office when administrative value ends. | G.S. 105-381 |
| 11. | SKIPTRACKING RECORDS Records gathered when attempting to locate taxpayers. May include lien holder information, copies of death certificates, and credit bureau records. | See also DELINQUENT TAXPAYER RECORDS item 4, page 36. | |
| 12. | TAX COLLECTOR ANNUAL SETTLEMENTS List of taxes collected by tax collector yearly, percentage of taxes collected, total releases, total balance due by tax year, and total municipal taxes collected. Sent to county commissioners and finance officer. | Destroy in office 3 years from date of submission. | G.S. 105-373 |
| 13. | TAX COLLECTOR MONTHLY REPORTS List of taxes collected by tax collector showing percentage of taxes collected, total releases, total balance due by tax year, and total municipal taxes collected. Sent to county commissioners and finance officer on a monthly and bi-monthly basis. | Destroy in office 1 year from date of submission. | G.S. 105-350 |
| 14. | TAX LEVY/SEIZURE RECORDS Inventory of property taken from property owner by the county tax collector to pay back taxes. | a) Retain in office for 3 years execution forms if levy and sale of personal property is made. If levy and sale conducted by Sheriff's Department, execution forms to be retained by the Sheriff's Department. b) If levy, seizure, and sale are not made, dest when administrative value ends. | G.S. 105-366 G.S. 105-367 |

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