

**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 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 Clerk to the Board requests that the Board consider approving the attached Public Records Disposal Request and Destruction Log.

**Suggested Motion:**

*I move the Board approve the attached 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: GOVERNING BODY

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
MEETING NOTICES 2004-2007	✓		1.38	
POSTED AND REMOVED MEETING NOTICES 04-07	✓		1.38	

\*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.

*Jimmy Wilson*  
Department Head

8/21/09  
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