REQUEST FOR BOARD ACTION

HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: **May 3, 2010**

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 Request and Destruction Logs – **two (2) 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

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

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: Assessor

RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Business Listing Forms + supporting	✓		Standard 6	
documents			Item #18	
for years 1999				
and 2000 yr				
(Closed Businesses)				

***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.

[signature]
Department Head

22 April 2010
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

ITEM #	STANDARD 6. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	**REPORTS BY TRAILER PARKS, MARINAS, AND AIR CRAFT FACILITIES FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105.316
14.	**REPORTS OF PERSONS HAVING CUSTODY OF TANGIBLE PROPERTY OF OTHERS FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-315
15.	**REPORTS TO THE DEPARTMENT OF ADMINISTRATION ON PROPERTY LISTED IN NAME OF UNKNOWN OWNER FILE**	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-302.1
16.	**REVALUATION RECORDS** Records used by appraisers to reappraise the value of real property on a four-year, eight-year or similar cycle. Includes field notes, correspondence to and from property owners, building and construction lists, ratio studies, area and neighborhood records used to estimated market values, and similar records documenting changes in parcel features, and characteristics.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-286
17.	**SPECIAL ASSESSMENT RECORDS** Includes rolls, schedules, ledgers and similar records listing amounts of assessment for streets, sidewalks, etc.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	
18.	**TAX ABSTRACTS AND LISTS** Complete record of real and person property in the county, based on assessment lists. Includes name and address of taxpayer along with descriptions of property owned and estimated values.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-309 G.S. 105-296
19.	**UNIFORM SCHEDULES OF VALUES, STANDARDS, AND RULES** Appraisal manuals used to determine market and income value of property for appraisal purposes.	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-317

. **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 & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
2010 Real		Forms have	Standard 6	
Property Listing		been scanned	Item #2	
Forms		and attached		
		to the parcel		
		record as		
		a document		

*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.

[signature] ______________________
Department Head

22 April 2010
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.

ITEM #	STANDARD-6. PROGRAM RECORDS: PROPERTY APPRAISAL RECORDS		
	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

**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.*