

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: September 6, 2011
SUBJECT: Public Records Disposal Request
PRESENTER: Assessor
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 – **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, or they have been scanned and retained in said format.

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: Tax Department - Collections

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Returned Mail "Undeliverable" – See List below:				
<ol style="list-style-type: none"> 1. Debt Set Off Letters dated Oct. 1, 2009 2. Advertisement Letter for Real Property Jan. 19, 2010 3. Debt Set Off Letters dated Oct. 1, 2010 4. Advertisement Letter for Real Property Jan. 20, 2011 			Records Retention Section: See Email attached dated November 25, 2008 from Jeff Futch, Records Analyst, NC Government Records Branch, Dept. of Cultural Resources, Western Office – Asheville regarding returned mail.	
Records will be destroyed.				

*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

26 Aug 2011
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

Mark Edney

From: Jeff Futch [jeff.futch@ncmail.net]
Sent: Tuesday, November 25, 2008 2:19 PM
To: Mark Edney
Subject: Re: Records Retention

Mr. Edney:

I spoke with Raleigh about the disposition of returned mail, and here is the retention we're are going with at this time:

Mail concerning property appraisal, including copies of abstracts and accompanying forms, returned to the tax office by the postal or other mail delivery service as undeliverable.

Destroy in office when administrative value ends.

Let me know if you feel the wording of this can be improved, and I'll edit and resend this message. If not, this record and its retention will be included in the tax department records retention schedule under item 2, page 33 the next it is updated. Right now I don't know when that will be, but a year or so at least. In the meantime please retain this e-mail as your authorization to purge these records.

Jeff Futch
Records Analyst
NC Government Records Branch
Dept. of Cultural Resources
Western Office - Asheville
(828) 274-6789

----- Original Message -----

From: Mark Edney
To: jeff.futch@ncmail.net
Cc: Nick ; Stan Duncan
Sent: Friday, October 24, 2008 10:37 AM
Subject: Records Retention

Jeff

I spoke with you a while back about some retention questions, specifically returned mail. You were going to check and get back with me. Have you found out anything on this yet?

Thanks

Mark E. Edney, RES
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