

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: August 6, 2012
SUBJECT: Public Records Disposal Request
PRESENTER: J. Carey McLelland, Finance Director
ATTACHMENTS: Yes

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy all records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County's Records Retention Policy and the provisions of the N.C. Department of Cultural Records Retention and Disposition Schedule 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 per the County's Records Retention Policy.

Motion Suggested:

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

**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

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 reconciliations - FY07,08	✓			
Cash receipts records - FY07,08	✓			
PAID invoice files - FY07, FY08	✓			
BSS 1571 Reports - FY07, FY08	✓			
BSS Jobs mileage - FY07, FY08	✓			
AIR billing files - FY07, FY08	✓			
landfill billing - FY07, FY08	✓			
Vehicle maint. tickets - FY07, FY08	✓			
Occupancy tax reports - FY07, FY08	✓			
Employee timesheets & deduction assistance - Acc - FY04	✓			
Employee earnings and accrual records - Acc - FY04	✓			

*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.

Janet C. McLeod
Department Head

8/6/12
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