

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** March 2, 2015  
**SUBJECT:** Public Records Disposal Request  
**PRESENTER:** Assessor  
**ATTACHMENTS:** 9 pages

#### **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 – **nine (9) 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 pages 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 and Collector**

**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: Office of the Assessor

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Mail Undeliverable	✓		Standard I Item 33	
*Returned 2014 Annual				
Bills - Flagged in NCPTS				

\*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.

*Law C. Dixon*  
Department Head

5 Feb 2015  
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

# HENDERSON COUNTY

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(Revised March 13, 2002)

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	DESTROYED	*DUPLICATED		
Mail: Undeliverable and Returned	✓		Standard 1 Item 33	
Listing Forms 2013-2014				
2 Boxes				

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John C. Quinn  
Department Head

5 Feb 2015  
Date

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

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DISAPPROVED

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Clerk to the Board

# HENDERSON COUNTY

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(Revised March 13, 2002)

DEPARTMENT: Office of the Henderson County Assessor

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Accounts Payable	✓	/	Standard 2	
Paid Records			Item 35	
Greater than 10 yrs old				
Timecards 2011	✓		Standard 2	
Timesheets 2009, 2010, 2011	✓		Item 41	
Leave Requests 2008, 2009, 2010, 2011	✓			

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[Signature]  
Department Head

5 Feb 2015  
Date

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Clerk to the Board

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(Revised March 13, 2002)

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	DESTROYED	*DUPLICATED		
Tax Abstracts & Lists	✓		Standard 8	
PP Listing Forms			Item 18	
2012-2013				
15 Boxes				
All records have been scanned and attached in NCPTIS System				

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 \_\_\_\_\_  
 Department Head

5 Feb 2015  
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 Clerk to the Board

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(Revised March 13, 2002)

DEPARTMENT: Office of the Assessor

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	DESTROYED	*DUPLICATED		
Tax Abstracts & Lists	✓		Standard 8	
PP Listing Forms			Item 18	
2004-2005				
6 Boxes				

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*Frank C. [Signature]*  
Department Head

5 Feb 2015  
Date

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Clerk to the Board

**HENDERSON COUNTY  
RECORDS RETENTION AND DISPOSITION PROCEDURE**

**PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG**

(Revised March 13, 2002)

DEPARTMENT: Office of the Henderson County Assessor

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Applications for Tax Exclusion			Standard 8	
Under NCGS 105.277.1 Property Tax Relief for the Elderly and Permanently Disabled			Item 9	
Deceased 2013				
Denied-2012				
Transfer of				
Ownership-2013				

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Clerk to the Board

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	DESTROYED	*DUPLICATED		
SALES QUESTIONNAIRES 2005-2012	✓	Scanned	Standard 8	
REAL PROPERTY LISTING FORMS 2012, 2013, 2014	✓	"	Item 1	
MOVING PERMITS 2008-2014	✓	"	"	
PERSONAL PROPERTY LISTING PERMITS 2005-2014	✓	"	"	
FIELD NOTES - MANUFACTURED HOMES 2003-2004	✓	"	"	

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Change and Maintenance Records	✓		Standard 10	
Address Changes			Item 15	
2006-2007				
2012				
2 Boxes				

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*Law C. Davis*  
Department Head

5 Feb 2015  
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Motor Vehicle	✓		Standard 11	
Release/Refund			Item 10	
2003-2005				
6 Boxes				

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