#### 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 Commissoners 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

# PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG (Revised March 13, 2002)

DEPARTMENT: Office of the Assessor					
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE DESTROYED *DUPLICATED		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED	
Mail- Undeliverable			Standard I Item 33		
- Returned 2014 Ann	ual				
- Returned 2014 Ann Bills - Flagged					
in NCPTS					
*If duplication is required, i					
Approval is requested f with the provisions of G as prescribed by the No OR where the period for duplicated on microfilm with the understanding period of retention. No for permanent preservations of the provision of the provision of the permanent preservation.	S.S. 121 and 132 orth Carolina Deport retention has not in microfiche, data that said duplica DNE of the origination by the North	the period for repartment of Culturnot expired, the or a processing or wation shall be mair al records listed an Carolina Depart	retention of these ral Resources, liginal records he ord processing nationed for the subove have been ment of Cultura Date	se records, has expired; ave been equipment, specified n scheduled il Resources.	
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		<del></del>	•		

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DEPARTMENT: Office of the Assessor					
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORD DESTROYED	S WILL BE	RECORDS RETENTION SECTION	IF APPROVED DATE DESTROYE	
Mail: Undeliverable			Standard 1		
and Returned			Item 33		
Listing Forms					
2013-2014					
2 Boxes					
				:	
*If duplication is required, i					
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; <b>OR</b> 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. <b>NONE</b> of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.					
Department Head	Qua		<u>5 Fe</u> Date	6 205	
Submitted to the Henderson County Board of Commissioners. The Board:  APPROVED  DISAPPROVED					
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Clerk to the Board		************			

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DEPARTMENT: Office of the Henderson County Assessor

RECORD TITLE &			Crussy H	IF	
DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORD	S WILL BE	RECORDS	APPROVED	
	DESTROYED	*DUPLICATED	RETENTION SECTION	DATE DESTROYED	
Accounts Payabl	e V		Standard 2		
Paid Records			Item 35		
Greater than 10	yes old				
Time cards 2011			3tandard2		
Timesheets 2009,	V		Item 41		
2010, 2011					
Leave Requests	2011				
OR where the period for duplicated on microfilm with the understanding period of retention. NO for permanent preservations of the permanent preservation of the permanent preservation of the permanent preservation of the permanent preservation of the period for permanent preservation of the period for permanent preservation of the period for duplicated on microfilm with the period for duplicated on microfilm with the understanding period for permanent preservation of the period for duplicated on microfilm with the understanding period for period for duplicated on microfilm with the understanding period of retention. NO for permanent preservation of the period for period for period for period for period for period of retention.	, microfiche, data that said duplica <b>NE</b> of the origina	a processing or w ition shall be mair al records listed a	ord processing ntained for the s bove have been ment of Cultura	equipment, pecified n scheduled	
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#### PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

DEPARTMENT:	Office of	the Asse	5505	
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY		S WILL BE	RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
Tax Abstracts & Lists	V		Standard 8	
PP Listing Forms			Item 18	
2012-2013				
15 Boxes				
Allrecords have been				
scarred and attached				
in NC173 System *If duplication is/required, i				
Approval is requested f with the provisions of G as prescribed by the No OR where the period for duplicated on microfilm with the understanding period of retention. NO for permanent preservations	i.S. 121 and 132 orth Carolina De or retention has r , microfiche, dat that said duplica DNE of the origin	the period for r partment of Cultur not expired, the or a processing or w ation shall be mair al records listed a	retention of thes ral Resources, I iginal records he rord processing ntained for the subove have beer	e records, has expired; ave been equipment, specified n scheduled
Department Head	HU (a)		Date	5 2015
Submitted to the Hende	AP	eard of Commission PROVED  PPROVED	ners. The Boa	rd:
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Clerk to the Board				

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DEPARTMENT: Office of the Hosessor				
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES.	RECORD	S WILL BE	RECORDS	IF APPROVED,
& QUANTITY	DESTROYED	*DUPLICATED	RETENTION SECTION	DATE DESTROYED
Tax Abstracts & Lists	V		Standard 8	
PP Listing Forms			Item 18	
2004-2005				
6 Boxes				
*If duplication is required, i				
with the provisions of G as prescribed by the No OR where the period fo duplicated on microfilm with the understanding period of retention. NO for permanent preserva	orth Carolina De or retention has r , microfiche, dat that said duplica DNE of the origin	partment of Cultur not expired, the or a processing or w ation shall be main al records listed a	ral Resources, I iginal records h rord processing ntained for the s above have been	has expired; ave been equipment, specified n scheduled
Department Head	(lum)		5 Fo Date	6 2015
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Clerk to the Board				

# HENDERSON COUNTY RECORDS RETENTION AND DISPOSITION PROCEDURE

#### PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

RECORD TITLE & DESCRIPTON,	RECORD	S WILL BE	RECORDS	IF APPROVED,
INCLUSIVE DATES, & QUANTITY	DESTROYED	*DUPLICATED	RETENTION SECTION	DATE DESTROYED
Tex Exclusion			Standard 9	3
under NCGS 105.2 Property Tax Retief	77.1		Item 9	
for the Elderlya permanently Disabl	nd ed			
Deceased 2013			,	
Denied-2012				
Transfer of				
Ownership -20	0/3			
ovisions of G.S. 121 and 1 North Carolina Departme	132. The period ent of Cultural R	for retention of the esources, has ex	ese records, as pired; <u>OR</u> where	prescribed by the period for
ovisions of G.S. 121 and 1 North Carolina Departmention has not expired, the crofiche, data processing displication shall be maignal records listed above	132. The period ent of Cultural R e original record or word process intained for the se have been sche	for retention of the lesources, has exist have been duplising equipment, waspecified period or eduled for perman	lese records, as pired; <u>OR</u> where licated on micro ith the understa f retention. <u>NO</u>	s prescribed by the period for film, anding that NE of the
proval is requested for the positions of G.S. 121 and 12 North Carolina Departmention has not expired, the crofiche, data processing id duplication shall be maiginal records listed above rolina Department of Cultipartment Head	132. The period ent of Cultural R e original record or word process intained for the se have been sche	for retention of the lesources, has exist have been duplising equipment, waspecified period or eduled for perman	lese records, as pired; <u>OR</u> where licated on micro ith the understa f retention. <u>NO</u>	s prescribed by the period for film, anding that NE of the
e North Carolina Departmention has not expired, the crofiche, data processing diduplication shall be maiginal records listed above rolina Department of Cultipartment Head	132. The period ent of Cultural Report of Cultural Record or word process intained for the set have been scheural Resources.  County Board of APP	for retention of the sources, has ex its have been dupling equipment, waspecified period or eduled for perman	pired; OR where icated on micro ith the understa fretention. NO pent preservation. Date	s prescribed by the period for film, anding that NE of the
ovisions of G.S. 121 and to North Carolina Departmention has not expired, the crofiche, data processing discontinuous discontinuous and the maignal records listed above rolina Department of Cult	132. The period ent of Cultural R e original record or word process intained for the se have been scheural Resources.  County Board of APP DISAP of the above record the Board of the Board	for retention of the lesources, has exis have been dupling equipment, we specified period or eduled for permanent of Commissioners ROVED  PROVED  procedured and such appoints	pired; OR where icated on micro ith the understa fretention. NO Date  The Board:	s prescribed by e the period for film, anding that NE of the n by the North

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(Revised March 13, 2002)

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	DESTROYED	*DUPLICATED	RETENTION SECTION	DATE DESTROYED
SALCS QUESTOURIRES 2005-2012	<b>L</b>	SCAHMed!	Stonlards	ð
Real Property LISTING FORMS 2012, 2014		11	Standards _Item	
houses permits 2008-2014 Personal Property		) )	, H	
Personal property LISTING FORMS 2005-2014 Field Nutes-manufactor	lana .	ş I	1(	
field nuties-manufactoring Homes 2003-2004	<u> </u>	ķ l	' N	
If duplication is required, i				
Approval is requested for with the provisions of G as prescribed by the No OR where the period for duplicated on microfilm, with the understanding period of retention. NO	or the records list.S. 121 and 132 orth Carolina Department on has not microfiche, data	. The period for repartment of Cultur partment of Cultur not expired, the ori a processing or we nair shall be mair	etention of thes al Resources, h ginal records ha ord processing atained for the s	e records, nas expired; ave been equipment, pecified

period of retention. **NONE** of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.

To law	566205
Department Head	Date
Submitted to the Henderson County Board of Commiss APPROVED ☐ DISAPPROVED ☐	sioners. The Board:
the destruction/duplication of the above records and subsection of the above records and subsection of the Board of Contraction on theday of,	uch approval/disapproval has commissioners meeting held 
Clerk to the Board	

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DEPARTMENT:	Office of	f the Asse	550	The state of the s
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORD DESTROYED	S WILL BE	RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
Change and	V		Standard 10	
Minterarce Records			Item 15	
Adoless Changes				
2006-2007				
2012				
2 Boxes	_			
*If duplication is required, i				
Approval is requested for with the provisions of Cas prescribed by the No OR where the period for duplicated on microfilm with the understanding period of retention. No for permanent preservation of the destruction/duplicated been entered into the conthe day of	for the records lists. S. S. 121 and 132 orth Carolina Deport retention has recorded in the said duplication by the North AP DISA tion of the above official minutes or the said was a said duplication by the North AP DISA	the period for repartment of Culturate partment of Culturate processing or wation shall be mainal records listed at Carolina Department of Commission PROVED	retention of these ral Resources, liginal records he rord processing that the subove have been ment of Cultural Date.  The Boat happroval/disagnmissioners means and the subove have been ment of Cultural Date.	se records, has expired; have been equipment, specified n scheduled al Resources.  ard:
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RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORD	S WILL BE	RECORDS RETENTION SECTION	IF APPROVED DATE DESTROYE	
Motor Vehicle	V		Standard 11		
Release/Refund			Item 10		
2003-2005					
6 Boxes					
*If duplication is required, i					
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