

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: March 2, 2015

SUBJECT: Public Record Disposal Request

PRESENTER: Mike Barnett

ATTACHMENTS: Yes
1. Public Records Disposal Request And Destruction Log

SUMMARY OF REQUEST:

Emergency Medical Services wishes to dispose of Ambulance Call Reports originating in years 1998 through 2003. The eleven year period for retention required by the North Carolina Department of Cultural Resources has expired. Ambulance Call Reports which included minors and/or disabled patients will not be destroyed.

BOARD ACTION REQUESTED:

Upon approval of the Board, authorize the Clerk to the Board of Commissioners to sign the Public Records Disposal Request and Destruction Log.

Suggested Motion:

I move the Board approve the disposal of the 1998 through 2003 Ambulance Call Reports.

HENDERSON COUNTY

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

DEPARTMENT: EMS

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Ambulance Call Reports 1998 through 2003	X		Emergency SVC Standard 6, Line 5	

*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.

Mike Barnett
Department Head

02/12/2015
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 2nd day of March, 2015.

Clerk to the Board