

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 18, 2015

SUBJECT: Public Records Disposal Request – Building Services

ATTACHMENTS: 1

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Records Disposal and Destruction Log 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 as the period for retention has expired.

BOARD ACTION REQUESTED:

Staff requests that the Board of Commissioners approve the attached Public Records Disposal Request and Destruction Log.

Suggested Motion:

I move that the commissioners approve the attached 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: BUILDING SERVICES

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
BLUEPRINTS 1 YR AFTER PERMITTED	✓		5.3	4-1-15
PERMITS + APPLICATIONS & YRS AFTER C.C.	✓		5.4	}
SUBSTANDARD HOUSING 2008 + PRIOR	✓		5.24	
PERMIT LOG 2008 + PRIOR	✓		5.33	
PERMIT RECEIPT BKS 2011 + PRIOR	✓		5.34	
PERMITS - MISC 2011 + PRIOR	✓		5.40	
MONTHLY REPORTS 2011 + PRIOR	✓		5.48	

*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.

Tom Straufer
Department Head

3-3-15
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