

HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: April 15 , 2015
SUBJECT: Public Records Disposal Request
PRESENTER: Assessor
ATTACHMENTS: 2 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 Log – **one (1) 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 page 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

DEPARTMENT: Office of the Henderson Co. Tax Collector

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Skiptracking Records	✓		Standard 9 Item 11	
Taxpayer location				
research Records.				
2013 -2014				
6 Boxes				

*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.



Department Head

30 March 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 _____, _____.

STANDARD-9. PROGRAM RECORDS: PROPERTY TAX COLLECTION RECORDS			
ITEM#	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>SKIPTRACKING RECORDS Records gathered when attempting to locate taxpayers. May include lien holder information, copies of death certificates, and credit bureau records.</p> <p>See also <u>DELINQUENT TAXPAYER RECORDS</u> item 4, page 58.</p>	<p>Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____</p>	
12.	<p>TAX COLLECTOR ANNUAL SETTLEMENTS List of taxes collected by tax collector yearly, percentage of taxes collected, total releases, total balance due by tax year, and total county taxes collected. Sent to county commissioners and finance officer.</p>	<p>Destroy in office 3 years from date of submission.</p>	<p>G.S. §105-373</p>
13.	<p>TAX COLLECTOR MONTHLY REPORTS List of taxes collected by tax collector showing percentage of taxes collected, total releases, total balance due by tax year, and total county taxes collected. Sent to county commissioners and finance officer on a monthly and bi-monthly basis.</p>	<p>Destroy in office 1 year from date of submission.</p>	<p>G.S. §105-350</p>

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.