

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: August 7th, 2017

SUBJECT: Public Record Disposal Request - EMS

PRESENTER: Mike Barnett

ATTACHMENTS: Yes

1. Public Records Disposal Request And Destruction Log

SUMMARY OF REQUEST:

The Emergency Medical Services Department wishes to dispose of the January 1st 2004 through June 30th 2006 Ambulance Call Reports. The eleven year period for retention as required by the North Carolina Department of Cultural Resources has expired. The Ambulance Call Reports which included minors and/or disabled patients will not be destroyed.

BOARD ACTION REQUESTED:

The Board is requested to approve the request as presented in compliance with the Records Retention Schedule, and 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 January 1, 2004 through June 30, 2006 Ambulance Call Reports as presented in compliance with the Records Retention Schedule, and authorize the Clerk to the Board of Commissioners to sign the Public Records Disposal Request and Destruction Log.

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 January 1st 2004- June 30th 2006	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

07/14/2017
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