

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** October 18, 2017  
**SUBJECT:** Public Records Disposal Request  
**PRESENTER:** J. Carey McLelland, Finance Director  
**ATTACHMENTS:** Yes

**SUMMARY OF REQUEST:**

Staff is requesting approval from the Board of Commissioners to destroy all records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County's Records Retention Policy and the provisions of the N.C. Department of Cultural Records Retention and Disposition Schedule as the period for retention of these records has expired.

**BOARD ACTION REQUESTED:**

The Finance Department requests that the Board consider approving the attached Public Records Disposal Request and Destruction Log per the County's Records Retention Policy.

***Suggested Motion:***

***I move that the Board of Commissioners approve the Public Records Disposal Request and Destruction Log submitted by the Finance Department.***

# HENDERSON COUNTY

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

DEPARTMENT: Finance

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Bank Statements FY2014 Cancelled checks	✓		4.8	
Deposit Slips, Receipts Reconciliations FY2014	✓		4.8	
Check Registers			4.18	
Cost Allocation Plans FY2014	✓		4.21	
Credit/Debit Card Slips			4.22	
Daily Cash Reports FY2014	✓		4.24	
Expenditure Reports FY2014	✓		4.33	
Aid Invoices			4.39	
Investment Records FY2014	✓		4.38	
Purchase Orders FY2014	✓		4.49	
Travel Reimbursements			4.54	

\*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.

James C. McLeod  
Department Head

10/18/17  
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

# HENDERSON COUNTY

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

DEPARTMENT: Finance

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Debt Financials Accounts - FY2014	✓		4.24	
Accounts Receivable Accounts FY2014	✓		4.2	
Check stubs - FY2014	✓		4.19	
Monthly Budget Reports - FY2014	✓		4.43	
Paid checks, bills and Vouchers - FY2014	✓		4.44	
Financial Audit Workpapers - FY2014	✓		4.6	

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\_\_\_\_\_  
Clerk to the Board