

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** March 20<sup>th</sup>, 2019  
**SUBJECT:** Public Records Disposal Request  
**PRESENTER:** Samantha R. Reynolds, 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 Resources 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 the 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		
Debt Financing Records - FY2015	✓		4.26	
Accounts Receivable Records - FY2015	✓		4.2	
Check stubs - FY2015	✓		4.19	
Monthly Budget Reports - FY2015	✓		4.43	
Paid checks, bills and vouchers - FY2015	✓		4.44	
Financial Audit WORKPAPERS - FY2015	✓		4.6	

\*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.

Samantha Reynolds  
Department Head

3.5.2019  
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		
Bank statements and canceled checks - FY2015	✓		4.8	
Deposit slips, receipts				
Reconciliations - FY2015	✓		4.8	
Check Registers, cost			4.18	
Allocation Plans - FY2015	✓		4.21	
Credit/debit card slips,			4.22	
Daily cash reports - FY2015	✓		4.24	
Expenditure Reports FY2015	✓		4.33	
Paid Invoices and Investment Records - FY2015	✓		4.39 4.38	
Purchase Orders FY2015			4.49	
Travel Reimbursements	✓		4.54	

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