

REQUEST FOR BOARD ACTION

HENDERSON COUNTY
BOARD OF COMMISSIONERS

MEETING DATE: March 7, 2022
SUBJECT: Public Records Disposal Request
PRESENTER: Brad Rayfield, Animal Services Center, 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 Animal Services Center request 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 the Board of Commissioners approve the Public Records Disposal Request and Destruction Log Submitted by the Animal Services Center.



Destructions Log

Agency	Henderson County		
Division	Animal Services Center	Section	Branch
Location(s) of Records	Henderson County Animal Services Center (storage)		

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
Adoption Contracts	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Reclaim Contracts	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Rabies Vac. Vouchers	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Microchip Vouchers	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Animal Intake & Disposition Forms	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Daily Cash Reports	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS: 4615 Mail Service Center Raleigh, N.C. 27699-4615	http://archives.ncdcr.gov Telephone (919) 814-6900 Facsimile (919) 715-3627 State Courier 51-81-20	LOCATION: 215 N. Blount Street Raleigh, N.C. 27601-2823
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Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
Credit/Debit card slips	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Daily Credit Reports	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Purchase-Card Receipts	3 Years	FY 2007 – FY 2018		P		TBD	Shred/Destroy	
Animal Receipts	3 Years	FY 2007 – FY 2018				TBD	Shred/Destroy	
Lost and Found Reports	3 Years	FY 2007 – FY 2018				TBD	Shred/Destroy	
RV Certificates	3 Years	FY 2007 – FY 2018				TBD	Shred/Destroy	
Surgical Consent Forms	3 Years	FY 2007 – FY 2018				TBD	Shred/Destroy	
Rabies Test Results	3 Years	FY 2007 – FY 2018				TBD	Shred/Destroy	

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NC DEPARTMENT
OF NATURAL AND
CULTURAL RESOURCES

archives.ncdcr.gov

4615 Mail Service Center, Raleigh NC 27699-4165

919-814-6900

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			

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LOCATION:
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