

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** February 18, 2025

**SUBJECT:** Public Records Disposal Request

**PRESENTER:** Brad Rayfield, Animal Services Center Director

**ATTACHMENTS:** North Carolina Department of Natural and Cultural Resources, Destructions Log

#### **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. This request is made 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 requests 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 to 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 2019		P		TBD	Shred/Destroy	
		FY 2021						
Reclaim Contracts	3 Years	FY 2019		P		TBD	Shred/Destroy	
		FY 2021						
Rabies Vac. Vouchers	3 Years	FY 2019		P		TBD	Shred/Destroy	
		FY 2021						
Microchip Vouchers	3 Years	FY 2019		P		TBD	Shred/Destroy	
		FY 2021						
Animal Intake & Disposition Forms	3 Years	FY 2019		P		TBD	Shred/Destroy	
		FY 2021						
Daily Cash Reports	3 Years	FY 2019		P		TBD	Shred/Destroy	
		FY 2021						

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

http://archives.ncdcr.gov  
 Telephone (919) 814-6900  
 Facsimile (919) 715-3627  
 State Courier 51-81-20

MAILING ADDRESS:  
 4615 Mail Service Center  
 Raleigh, N.C. 27699-4615

LOCATION:  
 215 N. Blount Street  
 Raleigh, N.C. 27601-2823



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