

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: March 19, 2008

SUBJECT: Public Records Disposal Request

ATTACHMENTS: Yes

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County's Records Retention Policy located under Tab 14 of the Henderson County Administrative Manual and the provisions of N.C.G.S. 121 and 132 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.

Motion Suggested:

I move that the Board 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, canceled checks, deposit slips and reconciliations - FY 03, 04	✓			
Cash receipt records - FY 03, 04	✓			
Paid invoice files - FY 03, 04				
OSS 1571 Reports - FY 03, 04	✓			
OSS Jobs Mileage - FY 03, 04				
Accts Rec. billing files - FY 03, 04	✓			
Vehicle Maint. tickets - FY 03, 04	✓			
Occupancy Tax Reports - FY 03, 04	✓			
Employee timesheets - Arc FY 00				
Deduction registers - Arc FY 00	✓			
Employee earnings records - Arc FY 00				
Employee accrual records - Arc FY 00	✓			

*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. McAllister
Department Head

3/19/08
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