

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: September 7, 2010

SUBJECT: Records Retention and Disposition Schedule

ATTACHMENTS: YES

1. Records Retention and Disposition Schedule Approval Sheet
3. Executive Summary

SUMMARY OF REQUEST:

The NC Department of Cultural Resources issued a new County Management Records Retention and Disposition Schedule on April 1, 2006. The schedule is the primary way the Department of Cultural Resources gives its consent to destroy records as outlined in G.S. 121-5 and G.S. 132-3. Though the County has been utilizing this Schedule since its issuance, the Department of Cultural Resources has requested the Board officially approve the Schedule by signing the attached approval sheet. The entire 102 page document is available for review in the Clerk's Office.

BOARD ACTION REQUEST:

The Board is requested to approve the Schedule as presented and authorize the County Manager and Chairman to execute the approval sheet.

Suggested Motion:


I move the Board approve the Schedule as presented and authorize the County Manager and Chairman to execute the approval sheet.

County Management Schedule Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

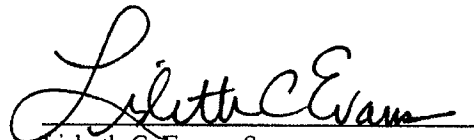
Chief Administrative Officer
(County Manager)



David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Bd. County Commissioners



Lisbeth C. Evans, Secretary
Department of Cultural Resources

April 1, 2006

County: _____

EXECUTIVE SUMMARY

Q. Why do I need this schedule?

- A.** According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your county is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever.

Q. What film services do you provide?

- A.** The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions in a county. We will also film records of adoptions for your Social Services agency. Once those records are filmed, we will store the silver negative (the original) in our security vault.

At the time this schedule is published, there is no fee for the filming or for storage. There will be a fee if you request duplicate reels of film, or if we destroy your adoption records after filming. Contact the analyst assigned to your county for the most current information.

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 807-7365 for the Head of the Local Records Program or (919) 807-7339 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle larger disasters.

Q. Who can I call with questions?

- A.** If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 807-7350.