#### REQUEST FOR BOARD ACTION

#### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** 

November 4, 2013

SUBJECT:

**Public Records Disposal Request** 

PRESENTER:

**Assessor** 

ATTACHMENTS:

Yes

#### SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Disposal Request and Destruction Logs – three (3) included in accordance with the County's Record Retention Policy and the provisions of the North Carolina Department of Cultural Resources Records Retention and Disposition Schedule, a copy of said page attached hereto, as the period of these records have expired, or they have been scanned and retained in said format.

Faithfully Submitted,

Stan C. Duncan

**County Assessor** 

BOARD ACTION REQUEST: It would be appropriate for the Board of Commissioners to approve this public records disposal request at today's meeting as it meets the requirements of the County's current Record Retention Policy.

Suggested Motion: Approve the Public Records Disposal Request and Destruction Log.

# HENDERSON COUNTY

### PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT:_	DEFICE	oF	THE HENDERSON	COUNTY	ASSESSIR

DEPARTMENT:	VI-PICE 01-	HE MENDERSO	m county.	142782745					
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES,	RECORD DESTROYED	S WILL BE	RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED					
& QUANTITY SALES QUESTONAIRE				DESTRUTED					
05,04,07,08,09			6.2						
Rear PROPLETU LISTING FORMS 2012, 2013	V	V	6.2						
Daluments have									
been spanner									
*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 duplicated on microfilm	, microfiche, dat	a processing or w	ord processing	equipment,					
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. <b>NONE</b> of the original records listed above have been scheduled									
for permanent preserva	ation by the Nort	h Carolina Depart	tment of Cultura	al Resources.					
The C.	Dun		23 00	f 2013					
Department Head			Date						
Submitted to the Hende	AP	oard of Commissio PROVED ☐ PPROVED ☐	oners. The Boa	ard:					
the destruction/duplica been entered into the o	tion of the above official minutes o	e records and suc of the Board of Co	h approval/disa mmissioners m	pproval has eeting held					

Clerk to the Board

on the \_\_\_ day of \_\_\_\_\_, \_\_\_

STANDARD-6. PROGRAM OPERATIONAL RECORDS: PROPERTY APPRAISAL RECORDS. Records received and created by county ax offices

	CHATION	G.S. 105-277.6	G.N. 105-287	<del></del>		G.S. 105-322 G.S. 105-323	G.S. 105-325	G.S. 105-222	tetention & Disposition Historian * leaved by: combes. Division of	ives & Records Section it; published April 1, 2004
MANERALE S. WINGERAM REPORTED PROPERTY AREBAIN RECEIRDS	DISPOSITION INSTRUCTIONS	Destroy in office after 10 years or two revaluation cycles, G	Destroy in office records concerning real property after 10 years or two revolvation cycles, whichever occurs first.	Destroy in office recents concerning personal property after two revaluation cycles.	u i	concerning real property.	Destroy in office i year after final softlement appeals concerning personal property and motor vehicles.	Retain in office permanenty. See the Microfilm socion on page G.	Destroy in office after 3 years.  Schedule - County Tax Addrinistration - Issued by:  NO Deat. of Coffits a Retention & Disposition of the Records Retention of the Record Retention of the Records Retention of the Retention of	Historical Resources, Archives & Recouts Section Government Records Branch; published April 1, 2004
RECORD SEPTION	TURAL AND		APPRAISAL MONTTORING RECORDS  Records used to discover unlisted and under-appraised real and personal property during non-revaluation years.	<u>-</u>	ZATION AND REVIEW		notices, listing information, affidavite, tenff peconsmendations and final actions.	BOARD OF EQUALIZATION AND REVIEW (MINUTES AND ATTACHMENTS) Official minutes summericaling each appeal heard before the Board of Equalization and Review.	LOCAL GOVERNMENT COMMISSION REPORTS (DEPARTMENT OF REVENUE)	
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\*Records may be disposed of following minimum ratemion period only if released from audits or other official action (excluding Ungarion). If applicable, see LITIGATION CASE RECORDS Item 11, page 17,

## HENDERSON COUNTY RECORDS RETENTION AND DISPOSITION PROCEDURE

### PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: 0+	fice of	f the He	nderson	County As
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES,	RECORD	S WILL BE	RECORDS RETENTION	IF APPROVED, DATE
& QUANTITY Applications for	- Contoled	DOI EIGATED	SECTION	DESTROYED
Tax Exclusion			6.9	
Under NCGS 105.277. Property Tax Relief	<i>!</i>			
for the Elderly and Permanetly Disabled				
1 1	***************************************			
Dece a sed - 2011+2012				
Denied - 2011				
Transfer of owneship	9			
				-
ovisions of G.S. 121 and e North Carolina Departmetention has not expired, thicrofiche, data processing id duplication shall be maiginal records listed above arolina Department of Cult	ent of Cultural R le original record or word process intained for the s have been scho	esources, has ex Is have been dup sing equipment, w specified period o eduled for permar	pired; <u>OR</u> where licated on micro ith the understa f retention. <u>NO</u> I	e the period for film, inding that NE of the n by the North
epartment Head			Date	
ubmitted to the Henderson		of Commissioners	. The Board:	
	DISAP	PROVED		
e destruction/duplication on tered into the official minu	tes of the Board	rds and such app of Commissioner	roval/disapprov s meeting held	al has been on the _ day

Clerk to the Board

ITEM	STANDARD'6: PROG	STANDARD & PROGRAMIREGORDS PROPERTY APPRAISAL REGORDS	
*	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	LOCAL GOVERNMENT COMMISSION: VALITATION AND TAYER	Destroy in office after 10 years or two revaluation cycles,	G.S. 105-284
	Valuations of property owned by railroads, public utilities, etc., in the county.	whichever occurs first.	
7.	NORTH CAROLINA PROPERTY TAX COMMISSION (APPEALS FILE)	Destroy in office 4 years after final settlement.	G.S. 105-290 G.S. 105-342
œ	PRESENT USE VALUE RECORDS Applications and supporting records submitted for land use value assessment program.	a) Retain approved applications and supporting records until there is a change in property's status.	G.S. 105-277.2 thru .7 G.S. 105-296()
		b) Destroy in office denied applications and supporting records after 1 year.	
6	PROPERTY EXEMPT FROM TAXATION FILE Records documenting a taxpayer's application for exemption from taxes. Includes application and	a) Retain approved applications and supporting records until there is a change in property's status.	G.S. 105.282.1
	supporting records.	b) Destroy in office denied applications and supporting records after 1 year.	
10.	REAL ESTATE TRANSFERS FILE Includes copies of deeds, death and probate abstracts, division orders, control sheets, and similar documentation used to update property records.	Destroy in office 1 year from date of transfer.	G.S. 105-303
11	REAL PROPERTY RECORDS (CARDS) Uniform property records (paper and electronic) documenting ownership and value information including parcel features and characteristics needed to reconstruct	Destroy in office after 10 years or two revaluation cycles, whichever occurs first.	G.S. 105-286 G.S. 105-317
		Retention & Disposition	
<b>2</b> 2	TAXPAYERS FILE Schedule Schedule NC D	Page 24 of the Recourses, Division of cycles, Page 25 of County Tax Administration Schedule - County Tax Administration & Records Section Schedule of Cultural Resources, Records Section MC Dept. of Cultural Archives & Records Section 1, 2004	G.S. 105-313
. *Record	*Records may be disposed of following minimum ref. Governm	Historical Resources; Published Historical Records Branch: published official action (excluding litigation). If applicable, see	tion). If applicable, see

. \*Records may be disposed of following minimum ret. LITIGATION CASE RECORDS item 11, page 17.

## HENDERSON COUNTY

### PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT:	office	of the He	inder sor	County	Assessor					
RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY		S WILL BE	RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED	4					
D2008 and 2009 Moving Permits for Manyactured homes Documents have	been ned.	Permits have ver scannel + ottached to abstract + pa	4.60							
2) 2012 and 2013 sersonal property listing forms for manufacture Homes.	Q.	Listing forms have been scanned + attached to the parcel or	6.2							
*If duplication is required, i	Documents have abstract as a document.  *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. <a href="MONE">MONE</a> of the original records listed above have been scheduled for permanent preservation by the North Carolina Department of Cultural Resources.										
Department Head	2		<u>23 ()</u> Date	f 2013						
Submitted to the Hende	AF	oard of Commission PPROVED ☐ APPROVED ☐	oners. The Boa	rd:						
the destruction/duplicate been entered into the control on the day of	official minutes o	of the Board of Cor	nmissioners me	pproval has eeting held						
Clerk to the Board										

STANDARD-6. PROGRAM OPERATIONAL RECORDS: PROPERTY APPRAISAL RECORDS. Records received and exeated by county ax offices

			G.S. 105-277.6		G.N. 105-287		· · ·	GS 105-522 GS 105-533	GN 105-325	G.S. 105-322	Page 23 of the Records Beterdion & Disposition Schedule - County Tax Administration - lequed by: NC Dent. of Ordinal Resounces, Olympics of	Historical Resources, Arthives & Records Section Government Records Brazzk, published April 1, 2004
	THE THE STATE OF T	DISPOSITION INSTRUCTIONS	Destroy in office after 10 years or two revaluation cycles, whichever occurs fast.	D	years of two revolution cycles, whichever occurs first.	Destroy in office records concessing personal property after two resultation cycles.	See also REVALUATION RECORDS inm 16, page 35.	Destroy in office 4 years after final settlement appeals concerning real property.	Destroy in office 1 year after final southernent appears concerning personal property and motor vehicles.	Retain in office permanenty. See the Microfilm socion on page vil for instructions on microfilming.	Destroy in office after 3 years.  Schedule - County Tax  Schedule - County Tax  No Destroy	Historical Resources, Government Records B
STANDAME		ACREACE THE AT THE	URAL, AND KES	+	ppraised on years.	property owners, concepondence to and from by property owners, and straffer records documenting changes in parcel frances and characteristics used to		(APPEALS FILE) Records associated with appeals to the Board of	Experiention and Review. Inches appeal letters, hearing b) notices, listing information, affedivin, aniff the recommendations and final actions.	BOARD OF BOUALZATION AND REVIEW (MINUTES AND ATTACHMENTS) Official minutes summarising each appeal heard before the Board of Edusfration and Registering	ISSION ISVENUE)	
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\*Records may be disposed of following minimum relantion pariod only if released from audis or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS tiem 11, page 17,