

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: June 2, 2014

SUBJECT: Public Records Disposal Request

PRESENTER: F. Eric Bush – Director, DSS

ATTACHMENTS: Public Records Disposal Request & Destruction Log

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to:

- A. To destroy all client & related records listed in the attached Public Records Disposal Request & Destruction Log in accordance with the County's Records Retention Policy and the NC Department of Cultural Records Retention & Disposition Schedule, as the period of retention of these records has expired.
- B. To conduct future destruction of these types of client records in strict accordance with the County's Records Retention Policy and the NC Department of Cultural Records Retention & Disposition Schedule, as the period of retention of such records expires. These records do not meet the criteria standards of records which might be scheduled for permanent preservation by the North Carolina Department of Cultural Resources. Instead, these records are confidential client application, medical & program records which are no longer subject to retention or audit.

BOARD ACTION REQUESTED:

The Henderson County Department of Social Services requests that the Board of Commissioners approve the current (attached) Public Records Disposal Request & Destruction Log, and approve future destruction of these client records, per the County's Records Retention Policy & the NC Department of Cultural Records Retention & Disposition Schedule.

Suggested Motion:

I move that the Board of Commissioners approve the Public Records Disposal Request & Destruction Log submitted by the Department of Social Services, and approve future destruction of client records per the County's Records Retention Policy & the NC Department of Cultural Records Retention & Disposition Schedule.

**HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE**

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: DEPARTMENT OF SOCIAL SERVICES

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
CPS FILES	✓			
INCOME MAINT	✓			
ADULT SVCS	✓			

*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.

J. S. Burk Director
Department Head

5/8/14
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