

## **REQUEST FOR BOARD ACTION**

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

**MEETING DATE:** March 16, 2016

**SUBJECT:** Public Record Disposal Request

**PRESENTER:** Mike Barnett

**ATTACHMENTS:** Yes  
**1. Public Records Disposal Request And Destruction Log**

#### **SUMMARY OF REQUEST:**

Emergency Medical Services wishes to dispose of Ambulance Call Reports for year 2004. The eleven year period for retention required by the North Carolina Department of Cultural Resources has expired. Ambulance Call Reports which included minors and/or disabled patients will not be destroyed. EMS wishes to dispose of EMS Billing Remittance and write-off authorization records through year 2012. The three year period for retention required by the North Carolina Department of Cultural Resources has expired. EMS also wishes to dispose of DEA Controlled Medication documents, the two year period for retention required by the US Department Of Justice has expired.

#### **BOARD ACTION REQUESTED:**

Upon approval of the Board, authorize the Clerk to the Board of Commissioners to sign the Public Records Disposal Request and Destruction Log.

#### **Suggested Motion:**

*I move the Board approve the disposal of the Ambulance Call Reports, EMS Billing Remittances, and the DEA Controlled Medication documents..*

# HENDERSON COUNTY

## PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: EMS

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	*DUPLICATED		
Ambulance Call reports January 2004- February 2005	X		Emergency SVC Standard 6, Line 5	
EMS Billing Remittances and write off authorizations - - through 2012	X		Budget, Fiscal and Payroll Records Standard # 4	
EMS Controlled Medication forms and logs through 2013	X		US Dept Of Justice Diversion Control 21CFR - 1304.04	

\*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.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
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