## **REQUEST FOR BOARD ACTION**

# HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE:	March 2, 2020
SUBJECT:	Public Records Disposal Request
PRESENTER:	Jamie Gibbs, Wellness Clinic Director
ATTACHMENTS:	<ul><li>Yes</li><li>1. Public Disposal Request and Destruction Log</li><li>2. Applicable excerpts from the Disposition Schedule</li></ul>

### **SUMMARY OF REQUEST:**

Staff is requesting approval from the Board of Commissioners to destroy the records listed on the attached Public Disposal Requests and Destruction Log in accordance with the County's Record Retention Policy and the provisions of the North Carolina Department of Natural and Cultural Resources Records Retention and Disposition Schedule, a copy of said pages attached hereto, as the period of these records have expired.

### **BOARD ACTION REQUESTED:**

The Board is requested to approve this public records disposal request as presented, pursuant to the requirements of the County's current Record Retention Policy.

### **Suggested Motion:**

I move the Board approve the Public Records Disposal Request and Destruction Log as presented.

# HENDERSON COUNTY RECORDS RETENTION AND DISPOSITION PROCEDURE

# PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised February 19, 2020)

### DEPARTMENT: Wellness Clinic

	RECORD	S WILL BE	DECODDE	IF
RECORD TITLE & DESCRIPTION, INCLUSIVE DATES & QUANTITY	DESTROYED	DUPLICATED *	RECORDS RETENTION SECTION	APPROVED, DATE DESTROYED
LivingWell Contracts			Standard 5 ~ Legal Records, Item #7	
2008 Wellness Clinic cost analysis	⊠		Standard 2 – Budget, Fiscal and Payroll Records, Item 25	
Vaccine Billing 2009, 2010, FY10 LivingWell Invoices, Voided checks, invoices and receipts FY09-FY13			Standard 2 – Budget, Fiscal and Payroll Records, Item 1	
FY9, FY10, FY11, FY12, FY13 Clinic budget tracking			Standard 2 Budget, Fiscal and Payroll Records, Item 16	

\* If duplication is required, indicate method.

Approval is requested for the records listed above to be destroyed in accordance with the provisions of NCGS 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.

2/24/2020 DATE:

PEPARTMENT HEAD:

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 3/2/2020.

Clerk to the Board

TAB 14 – Administrative Manual Revised February 19, 2020

ITEM #		STANDARD 5: LEGAL RECORDS	
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	CONTRACTS, LEASES, AND AGREEMENTS Contracts and agreements for construction,	a) Retain in office contracts and agreements with historical value permanently.	Retention: G.S. § 1-47(2) G.S. § 1 50(2)(5)
	equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold	<ul> <li>b) Destroy in office sealed contract records 10 years after expiration of contract.*</li> </ul>	45 CFR 164.316 G.S. § 1-52
	documentation, contractor compliance monitoring, leases, and memoranda of understanding.	<ul> <li>c) Destroy in office capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.*</li> </ul>	
	See also SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, page 40, item 12.	<ul> <li>d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.*</li> </ul>	
		<ul> <li>Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</li> </ul>	
8.	DECLARATORY RULINGS	Retain in office permanently.	
	Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.		
9.	DELEGATION OF AUTHORITY RECORDS	Destroy in office 1 year after superseded or obsolete.	
	Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.		
10.	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS	Destroy in office 10 years after expiration of agreement.	
	Granted to the agency.		
	See also ACCOUNTS PAYABLE, page 18, item 1 for disposition of financial records.		
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\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE

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2019 LOCAL GOVERNMENT AGENICES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE	

NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

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	CITATION								
:TANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS	DISPOSITION INSTRUCTIONS	<ul> <li>a) Destroy in office year-end summaries of receipts and disbursements after 3 years.*</li> </ul>	b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.*	b) Destroy monthly or quarterly reports generated for operational purposes after 1 year.	<ul> <li>Destroy logs and distribution repots generated to track transactions when released from audits.</li> </ul>	Destroy in office when reference value ends. Arenew Policy: Destroy in office office		
STANDAR	RECORDS SERIES TITLE	FINANCIAL JOURNALS AND LEDGERS		FINANCIAL REPORTS			GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS	Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State	Employees Retirement System (ISERS) and the Local Governmental Employees' Retirement System (LGERS).
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# STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS

Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

ITENA #	STANDAR	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS	
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE	Destroy in office 3 years after payment.*	
	Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale check redicters and subsidiary redictors. Also		
	includes stop payment notices.		
2.	ACCOUNTS RECEIVABLE	Destroy in office 3 years after collection.*	
	Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers,		
	overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts.		
ъ.	ACCOUNTS UNCOLLECTABLE	Destroy in office 3 years after account is determined to be	
	Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other	uncollectable.*	
	related records.		~

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page vi.

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NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

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ends.† Agency Policy: Destroy in office after		amendments.		G.S. § 159-13 G.S. § 159-13 2
			ends.†	G.S. § 159-15
		see also MINUTES OF PUBLIC BODIES, page 11, item 42.	Agency Policy: Destroy in office after	

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