

## **REQUEST FOR BOARD ACTION**

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

**MEETING DATE:** March 17, 2021

**SUBJECT:** Public Records Disposal Request

**PRESENTER:** Samantha R. Reynolds, Finance Director

**ATTACHMENTS:** Yes

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

Staff is requesting approval from the Board of Commissioners to destroy all records listed on the attached Public Records Disposal Request and Destruction Log in accordance with the County's Records Retention Policy and the provisions of the N.C. Department of Cultural Resources Retention and Disposition Schedule, as the period for retention of these records has expired.

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

The Finance Department requests the Board consider approving the attached Public Records Disposal Request and the Destruction Log per the County's Records Retention Policy.

#### ***Suggested Motion:***

***I move that the Board of Commissioners approve the Public Records Disposal Request and Destruction Log submitted by the Finance Department.***

## Destructions Log

<b>Agency</b>	<b>Henderson County</b>				
<b>Division</b>	<b>Finance</b>	<b>Section</b>		<b>Branch</b>	
<b>Location(s) of Records</b>	<b>Henderson County Finance Department and Henderson County Human Services Building (storage)</b>				

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
4.26 - Debt Financing	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.2 – Accounts Receivable	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.19 – Check Stubs	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.43 – Monthly Budget Reports	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.44 – Paid checks, bills, & vouchers	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.6 – Financial Audit workpapers	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:  
4615 Mail Service Center  
Raleigh, N.C. 27699-4615

<http://archives.ncdcr.gov>  
Telephone (919) 814-6900  
Facsimile (919) 715-3627  
State Courier 51-81-20

LOCATION:  
215 N. Blount Street  
Raleigh, N.C. 27601-2823



Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
4.8 – Bank statements & canceled checks	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.8 – Deposit slips, receipts, reconciliations	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.18 – Check registers	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.21 – Cost Allocation Plans	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.22 – Credit/debit card slips	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.24 – Daily cash reports	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.33 – Expenditure reports	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.38 – Investment records	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	

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NC DEPARTMENT  
OF NATURAL AND  
CULTURAL RESOURCES

archives.ncdcr.gov

4615 Mail Service Center, Raleigh NC 27699-4165

919-814-6900

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
4.39 – Paid invoices	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.49 – Purchase Orders	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	
4.54 – Travel reimbursements	3 Years	FY2016 & FY2017		P		TBD	Shred/Destroy	

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