

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: November 16, 2022
SUBJECT: Public Records Disposal Request
PRESENTER: Lee King, Register of Deeds
ATTACHMENTS: Yes
1. Public Records Disposal Request and Destruction Log

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 for Local Government Agencies and the Register of Deeds as the period for retention of these records has expired.

BOARD ACTION REQUESTED:

The Register of Deeds requests that 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 the Board of Commissioners approve the Public Records Disposal Request and Destruction Log submitted by the Register of Deeds.

HENDERSON COUNTY
RECORDS RETENTION AND DISPOSITION PROCEDURE
PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG
(Revised February 19, 2020)

DEPARTMENT: Register of Deeds

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	DUPLICATED *		
Vital Record Applications – all years prior to 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RODs Schedule Standard 7, # 41	
Marriage Worksheets, color – all years prior to 2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rods Schedule Standard #7, #23	
Invoices – all years prior to FY20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Records Schedule Standard 2, #2.01	
Notaries – All years prior to 2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RODs Schedule Standard 7, #29	
Timesheets – all years prior to FY18	<input checked="" type="checkbox"/>		General Records Schedule Standard 2, #2.44	
Marriage Applications – all years prior to FY20	<input checked="" type="checkbox"/>		RODs Schedule Standard 7, #23	
Vital Record Amendments – 1 year after completion	<input checked="" type="checkbox"/>		RODs Schedule Standard 7, # 40	
Delayed Birth Applications – 1 year after completion	<input checked="" type="checkbox"/>		RODs Schedule Standard 7, # 45	
DD214 Requests – all years prior to 2020	<input checked="" type="checkbox"/>		RODs Schedule Standard 7, #4, #5	
Credit/Debit Card Slips – all years prior to FY20	<input checked="" type="checkbox"/>		General Records Schedule Standard 2, #2.20	
Deposit Slips – all years prior to FY20	<input checked="" type="checkbox"/>		General Records Schedule Standard 2, #2.02	
Report of Death occurring outside of the County – all years prior to 2020	<input checked="" type="checkbox"/>		RODs Schedule Standard 7, # 46	

* 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.

William Kel 99
DEPARTMENT HEAD:

10-NOV-2012
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 _____.

Clerk to the Board