

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 4th, 2024

SUBJECT: Public Record Disposal Request - EMS

PRESENTER: Mike Barnett, EMS Manager

ATTACHMENTS: Yes

1. Public Records Disposal Request and Destruction Log

SUMMARY OF REQUEST:

Emergency Medical Services wishes to dispose of ambulance call reports created before March 1st, 2013. The eleven-year period for retention required by the North Carolina Department of Cultural Resources has expired. Ambulance Call Reports which include minors and/or disabled patients will not be destroyed. EMS also wishes to dispose of the DEA Controlled Medication records created prior to March 1st, 2022. 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 and the DEA Controlled Medication records.

HENDERSON COUNTY

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised March 13, 2002)

DEPARTMENT: EMS

RECORD TITLE & DESCRIPTON, INCLUSIVE DATES, & QUANTITY	RECORDS WILL BE		RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
	DESTROYED	•DUPLICATED		
Ambulance Call Reports created prior to March 1 st , 2013			Emergency SVC Standard 6	
EMS Controlled Medication documents created prior to March 1 st , 2022.			US Dept Of Justice Diversion Control 21 CFR-1304.04	

•If duplicate 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.

Mike Barnett
Department Head

02/20/2024
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_____.

Clerk to the Board