REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: October 6, 2025

SUBJECT: Public Records Disposal Request

PRESENTER: Kevin Hensley, Tax Assessor

ATTACHMENTS: Yes

1. Public Disposal Requests and Destruction Logs

SUMMARY OF REQUEST:

Staff is requesting approval from the Board of Commissioners to destroy original records listed on the attached Public Disposal Requests and Destruction Logs – Four total pages included 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.

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised February 19, 2020)

DEPARTMENT: Tax Collector

DECORD TITLE 8	RECORDS WILL BE		DECORDS	IF
RECORD TITLE & DESCRIPTION, INCLUSIVE DATES & QUANTITY	DESTROYED	DUPLICATED *	RECORDS RETENTION SECTION	APPROVED, DATE DESTROYED
Attachment & Garnishment Records, 5 boxes Dated 07/01/2021-06/30/2022	×		Standard 9 Item 1	
Daily Cash Reports, 1 box Dated 09/01/2022-06/30/2023			Standard 2 Item 25	

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.	
The fle	9-24-25
DEPARTMENT HEAD:	DATE:
Submitted to the Henderson County	Board of Commissioners. The Board: APPROVED DISAPPROVED
	oove records and such approval/disapproval has been the Board of Commissioners meeting held on
	Clerk to the Board

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised February 19, 2020)

DEPARTMENT: Real Property

RECORDS WILL BE		DECORDS	IF
DESTROYED	DUPLICATED *	RETENTION SECTION	APPROVED, DATE DESTROYED
×		Standard 8, Item 1	9
	DESTROYED	DESTROYED DUPLICATED *	DESTROYED DUPLICATED RECORDS RETENTION SECTION

^{*} If duplication is required, indicate method.

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9-24-25
DATE:
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☐ DISAPPROVED
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Commissioners meeting held on
Clerk to the Board

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised February 19, 2020)

DEPARTMENT: Tax Assessor

RECORD TITLE &	RECORDS WILL BE		RECORDS	IF
DESCRIPTION, INCLUSIVE DATES & QUANTITY	DESTROYED	DUPLICATED *	RETENTION SECTION	APPROVED, DATE DESTROYED
Account Payable receipts Years 2019, 2020, 2021 1 box	⊠		Section 2 Item 1	
* If duplication is required, indicate	method.			
provisions of NCGS 121 and 132. North Carolina Department of Coretention has not expired, the ordata processing or word process shall be maintained for the speciabove have been scheduled for Cultural Resources.	ultural Resourd riginal records ling equipment ified period of	es, has expired have been dupl , with the unde retention. <u>NON</u>	; <u>OR</u> where the pericated on microfil rstanding that sains of the original representations of the original representations of the original original original or original ori	eriod for m, microfiche, d duplication ecords listed
DEPARTMENT HEAD:			DATE:	
Submitted to the Henderson Cou the destruction/duplication of the			□ DI	SAPPROVED

entered into the official minutes of the Board of Commissioners meeting held on ______.

Clerk to the Board

PUBLIC RECORDS DISPOSAL REQUEST AND DESTRUCTION LOG

(Revised February 19, 2020)

DEPARTMENT: Tax Assessor

RECORD TITLE & DESCRIPTION, INCLUSIVE DATES & QUANTITY	RECORDS DESTROYED	S WILL BE DUPLICATED *	RECORDS RETENTION SECTION	IF APPROVED, DATE DESTROYED
2021 Denied/Removed Tax Relief Applications 1-Box	×		Standard 8, Item 9	
2023 Denied Tax Relief; PUV; Exemption Applications 1-Box	×		Standard 8, Item 8 & 9	
Tax Relief-Obsolete Supporting Records 1992-2019	×		Standard 8, Item 8	

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Cultural Resources.	are preservation by the North Carolina Department
DEPARTMENT HEAD:	9-24-25 DATE:
Submitted to the Henderson County Boar	rd of Commissioners. The Board: DISAPPROVED
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	Clerk to the Board