REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: November 19, 2025

SUBJECT: Public Health Records Destruction Request

PRESENTER: G. David Jenkins, Health Director

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 – 29 total pages included in accordance with the North Carolina Department of Natural and Cultural Resources Local Health Department Records Retention and Disposition Schedule as the period of these records have expired.

The Board of Health approved the destruction of these records at their August 18, 2025 meeting.

BOARD ACTION REQUESTED:

The Board is requested to approve the destruction of public health records.

Suggested Motion:

I move the Board approve the destruction of public health records as presented.



4615 Mail Service Center, Raleigh NC 27699-4165

919-814-6900

Destructions Log

Agency	Henderson County Departmer	tment of Public Heal	: Health		
Division	Department of Public Health	Section	Health - Finance Office	Branch	
Location(s) of Records	ocation(s) Medical Records Archive Roo	E			

	14 Boxes 5 boxes	P E	Destruction	Destruction	for Destruction
& 5 years 2001- s	boxes	Р		Shred	
3 years 2001- 10 years 2001- 10 years 2001- 6 years 2009- 2021 3 years 2004- 3 years 2001-		Ь		Shred	
10 years 2001- 2015 6 years 2009- 3 years 2004- 3 years 2004- 3 years 2011-	4 boxes	P		Shred	
6 years 2009- 2021 3 years 2004- 3 years 2011-	1 box	P		Shred	
3 years 2004- 2022 3 years 2011-	3 boxes	Ъ		Shred	
3 vears 2011-	7 boxes	Ъ		Shred	
2022	1 box	Ь		Shred	
	4 boxes	Ь		Shred	

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archives.ncdcr.gov	46	15 Mail Servio	4615 Mail Service Center, Raleigh NC 27699-4165	igh NC 27699-	4165		919-814-6900
Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic) P E	Date of Destruction	Method of Destruction	Authorization for Destruction
Contracts/Leases/Agreements (Inactive)	10 years from expiration	2011- 2015	3 boxes	A .		Shred	
Cost Reports (Medicaid)	5 years	2000-	1 box	Ь		Shred)ı
Financial Reports (Income Statements, GL)	3 years	2001-	3 boxes	Ь		Shred	
Grants (Inactive)	5 years	2000- 2015	1 box	Ь		Shred	
Medicaid Payment Reports	3 years	2000-	1 box	Ь		Shred	
Program Documentations	3 years	2011-	10 boxes	Ь		Shred	
Purchase Orders	3 years	2011-	3 boxes	Ь		Shred	
Time Equivalencies	3 years	2000	1 box	Ь		Shred	
Travel Reimbursements	3 years	2014-	3 boxes	Ь		Shred	

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Accounts Receivable

NC DEPARTMENT
OF NATURAL AND
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Destructions Log

Agency	Henderson County Department of Public Health	nt of Public	: Health		
Division	Department of Public Health	Section	Section Health – Accounts Receivable & Clinic	Branch	
Location(s) of Records	Location(s) Medical Records Archive Room of Records	E			

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)	Date of Destruction	Date of Method of Destruction	Authorization for Destruction
Accounts Receivable (R/A's, payments, Carolina Access, Day Sheets)	3 years	2011-2022	25 boxes	P		Shred	
Encounter Forms	3 years	2014-2022 17 boxes	17 boxes	J		Shred	
Insurance Claims	5 years	2013-2022 25 boxes	25 boxes	Ь		Shred	
Fee Schedules	5 years	2006-2020	2 boxes	Ь		Shred	
Deceased Medical Records	10 years from last DOS	2001-2015	11 boxes	J.		Shred	
COVID Records	Once Entered in NCEDSS	2020-2021	30 boxes	Ь		Shred	
Pregnancy Test	10 years	1998-2006	6 boxes	Ь		Shred	

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Destructions Log

Agency	Henderson County Department of Public Health	t of Public	Health		
Division	Department of Public Health		iection Health – Health Ed/Dental	Branch	
Location(s) of Records	ocation(s) Medical Records Archive Roor f Records	E			

Media Date of Method of Authorization Electronic) Destruction Destruction For Destruction P E	D 2	
Metho	Spired	
Date of Destruction		
ledia Paper,		
Volume (file drawers or MB)	T DOX	
Date Range	0707-8661	
Required Retention	2 years	
Records Series	Dental Screenings	

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Agency	Henderson County Departmen	artment of Public Health	Health		
Division	Department of Public Health	Section	Section Health - WIC	Branch	
Location(s) of Records	Medical Records Archive Rool	E			

Records Series	Required Refention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)	Date of Destruction	Date of Method of Destruction	Authorization for Destruction
NVRA Forms (Voter Cards)	4 years	2012-2017				Shred	
Income Cards	7 years	2012-2018	6 boxes	Ы		Shred	

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Destructions Log

Agency	Henderson County Departmer	partment of Public Health	Health		
Division	Department of Public Health	Section	lealth Section Environmental	Branch	
Location(s)	ocation(s) Archived Environmental Healt	Health Records Room	Room		

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	ar, nic)	Date of	Method of Destruction	Authorization for Destruction
	Vetellitoll	Nange	or MB)	Ъ	H			
Box 6: A			1.25					
15:4 Food & Lodging								
San & Pool Spas								
Inspections- (Food Inspections)	3 Years	1998- 2016		×		1/1/2020	Shred	
Box 6:B			1.25					
15:11 C Wastewater Dipersal Subdivision System Applications – Improvement Permit and Construction Authorization Permit	1 year	1986- 2018	169 records	×		1/1/2019	Shred	
15.1 Unvironmental	2 vears	2004-	502	×		1/1/2010	Shred	
Health Permits	o years	2009	records	71				

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4615 Mail Service Center, Raleigh NC 27699-4165	Date Volume (Paper, Pange (file drawers Electronic) Destruction Destruction	orMB) P E	1.25	1998- 2098 X 1/1/2021 Shred 2017 records		1995- 185 X 1/1/2021 Shred 2017 records	2008- 8 records X 1/1/2015 Shred 2011		2007 5 records X 1/1/2011 Shred
	Required			3 Years		3 Years	3 Years		3 Years
archives.ncdcr.gov	Records Series		Box 6:C	15:4 Food & Lodging	Institutional Sanitation, & Swimming Pools & Spas inspection records – (Swimming Pool, Tattoo, Residential Care & Child Care)	15:1 Environmental Health Permits – (Op for Pools and Tattoos)	15:4 Food & Lodging	Institutional San. Pools, Spas Inspection (Residential Care)	15:2 F & L Maps, Plans and Blueprints

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Destructions Log

Agency	Henderson County Departmer	nt of Public Healt	: Health	
Division	Department of Public Health	Section	Environmental Health	Branch
Location(s)	Location(s) Archived Medical Records Ro	шо		
of Records				

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of Destruction	Authorization for Destruction
	Veterillon	Nalige	or MB)	P			
Box 6:D			1.25				
15:4 Food and Lodging Pool Inspections	3 Years	2010-	600	×	1/1/2020	Shred	
15:1 Swimming Pool OP Permits	3 Years	2011- 2013	9 records	×	1/1/2017	Shred	
15:4 Swimming Pool Inspections	3 Years	2007-	166 records	X	1/1/2022	Shred	
15:1 Swimming Pool Op & Spa Permits	3 Years	1999-	232 records	X	1/1/2020	Shred	
15:4 Swimming Pool Suspension or Revocation	3 Years	2008-	15 records	×	1-1-2017	Shred	
15:4 Swimming Pool Inspections & Violations	3 Years	2013-	87 records	×	1/1/2020	Shred	
15:1 Swimming Pool	3 Years	1995- 2018	447 records	×	1/1/2022	Shred	

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Destructions Log

Agency	Henderson County Departmen	artment of Public Health	: Health		
ivision	Department of Public Health	Section	aalth Section Environmental Health	Branch	
Location(s) of Records	ocation(s) Archived Environmental Healt	Health Records Room	Room		

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of Destruction	Authorization for Destruction
	Veterinon	Nainge	or MB)	Ь			
Box 6: E			1.25				
15:4 Food and Lodging Inspections and Violations of Schools and Restaurants	3 Years	2009 -		×	1/1/2017	Shred	
Box 6: F			1.25				
Lodging Inspections and Violations of Child Care, Schools, Restaurants, Residential Care	3 Years	1996- 2016		×	1/1/2020	Shred	

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Date of Method of Destruction Destruction I/1/2012 Shred I/1/2020 Shred I/1/2020 Shred I/1/2020 Shred		The second second second			,			
3 Years 2000- 1.25 X 1/1/2012 Shred 2008 3 Years 1996- 0.75 X 1/1/2020 Shred 3 Years 2016 X 1/1/2020 Shred 2016 X 1/1/2020 Shred 2016 X 1/1/2020 Shred 2016 X 1/1/2020 Shred 2016	Records Series	Required	Date Range	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of Destruction	Authorization for Destruction
3 Years 2000- 2008 X 1/1/2012 3 Years 1996- 3 Years 2013 1 record X 1/1/2020 2016 X 1/1/2020 3 Years 2006- 11 records X 1/1/2020			a Birmin	or MB)	P E			
3 Years 2000- 2008 3 Years 1996- 3 Years 2016 3 Years 2006- 11 records X 1/1/2020 1/1/2017	Box 6: G			1.25				
3 Years 1996- X 1/1/2020 2016 3 Years 2013 1 record X 1/1/2017 3 Years 2006- 11 records X 1/1/2020 2016	Lodging Inspections and Violations of Child Care, Residential Homes Schools and Restaurants	3 Years	2008		×	1/1/2012	Shred	
3 Years 1996- X 1/1/2020 3 Years 2013 1 record X 1/1/2017 3 Years 2006- 11 records X 1/1/2020 2016	Box 6: H			0.75				
3 Years 2013 1 record X 1/1/2017 3 Years 2006- 11 records X 1/1/2020 2016	15:4 Food and Lodging Inspections and Violations of Restaurants	3 Years	1996- 2016		×	1/1/2020	Shred	
3 Years 2006- 11 records X 1/1/2020 2016	15:3 (b) Restaurants Transitional	3 Years	2013	1 record	X	1/1/2017	Shred	
	15:3 (a) Restaurants New Permits	3 Years	2006-	11 records	×	1/1/2020	Shred	

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Destructions Log

Agency	Henderson County Departmen	artment of Public Health	Health	9	
Division	Department of Public Health	Section	ealth Section Environmental	Branch	
Location(s)	ocation(s) Archived Environmental Healt	Health Records Room	Room		
of Records					

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	l ia er, onic)	Date of Destruction	Method of Destruction	Authorization for Destruction
	II CHILIDINA	ARIIBA	or MB)	Ь	E			
Box 6:1			0.625					
15:4 Food & Lodging, Institutional San Child Care & Food Lodging Violations	3 years	2010-	189 records	×		1/1/2021	Shred	
15:5 (a) Inspection Summaries- School Inspections & Adult Care Inspections	3 years after date records created while still in	2016	146 records	×		1/1/2020	Shred	
					ii ja –			

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Service Center, I	Volume (file drawers	or MB)	622 records	10 records	32 records	4 records
4615 Mail	Date	o Billian	1993-2016	2001-	2005-	2002-2015
	Required	Meterillion	3 years after date records created while still in	3 years	1 year	3 years after date records created while still in
archives.ncdcr.gov	Records Series		15:5 (a) Inspection Summaries – Food and Lodging Inspections	15:1 Environmental Health Permits- Permits	15:2 Food & Lodging Maps, Plans, and Blueprints- Plan Reviews	15:5(a) Inspection Summaries – Food & Lodging Grades

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Records Series Required Range Date (file drawers or MB) Volume (Paper, or MB) Volume (Paper, or MB) Date of Method of Paper, or MB) Method of Paper, or MB) Authorization for Destruction 15:1 Environmental Range Care Evaluations 3 years 1981- 206 2016 X 1/1/2020	archives.ncdcr.gov		4615 Mai	4615 Mail Service Center, Raleigh NC 27699-4165	Raleigh NC 27	399-4165		919-814-6900
3 years 1981- 206 X 1/1/2020 2016 records	Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of Destruction	Authorization for Destruction
3 years 1981- 206 X 2016 records				or MB)	F E			
3 years 1981- 206 X 2016 records								
	15:1 Environmental Health Permits- Child Care Evaluations	3 years	1981- 2016	206 records	×	1/1/2020		

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Destructions Log

Agency	nemaers of county peparament	LOI LUDIIC	IICallii		
Division	Department of Public Health	Section	Environmental Health	Branch	
Location(s) of Records	ocation(s) Archived Environmental Health Records	Room			

Authorization for	-					
Method of	Destruction		Shred		Shred	
Date of	Destruction		1/1/2020		1/1/2019	Ī
Media (Paper, Electropic)	P E		×		×	
Volume (file drawers	or MB)	1.25		1.25		
Date	Kange		2006- 2009 & 2016		2010 - 2017	
Required	Ketention		3 Years		1 Year After expiration of application period	
Records Series		Box 6: J	15:5(a) Inspection Summaries – Mosquito Complaints	Box 6: K	15:11 (c) Wastewater Dispersal System Applications – Improvement Permit & Construction Authorization Permit Pre- Existing Permits-	

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Records Series Retention Range (file drawers Electronic) Daste or MB) P E Daste or MB) Disposal Regulation Septic Septic Septic Septic Septic Complaints / Repairs Septic Disposal Regulation Septic Daste or Collection, Septic Septic Daste or Collection, Septic Septic Daste or Collection,		-
3 Years 2003- X *After closed action. out 2018 3 Years 1989- X *After 2002 3 Years 1989- X *After 2002 implementation of corrective of correction of corrective of correction of corr	Date of Method of Destruction	tion Destruction
3 Years 2003- X *After implementation of corrective closed action. out 2018 3 Years 1989- X *After 2002 implementation of corrective of corrective of corrective closed	-	
3 Years 2003- X *After 2017 implementation out 2018 action. out 2018 3 Years 1989- X *After 2002 implementation of corrective corrective		
3 Years 1989- X *After 2002 X implementation of corrective	1/1/2022 Shred	P
3 Years 1989- X *After 2002 implementation of corrective		
Records – action Complaints / Repairs	1/1/2006 Shred	P

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Destructions Log

Agency	Henderson County Departmen	irtment of Public Health	: Health		
Division	Department of Public Health	Section	Environmental Health	Branch	
Location(s) of Records	Location(s) Archived Environmental Healt of Records	ealth Room			

Authorization for Destruction							
Method of Destruction			Shred		Shred	Shred	
Date of Destruction			1/1/2019		1/1/2022	1/1/2021	
Media (Paper, Electronic)	P E		×		X	×	
Volume (file drawers	or MB)	1.25		0.75	306 records	records	
Date			2010 - 2015		2017-	2010 -	
Required			3 Years		3 Years	1 Year After expiration of application period	
Records Series		Box 6: N	15:5 (a) Inspection Summaries – Mosquito Complaints	Box 6:0	15:5 (a) Inspection Summaries – Mosquito Complaints	15:11 (c) Wastewater Dispersal System Application Permit – Pre-Existing Permits	

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Destructions Log

Agency	Henderson County Departmen	epartment of Public Health	: Health		
Division	Department of Public Health	Section	Environmental Health	Branch	
Location(s) of Records	ocation(s) Archived Environmental Health Roon Records	h Room			

Authorization for	Destruction				
Method of	Destruction		Shred	Shred	
Date of	Destruction		1/1/2022	1/1/2022	
Media (Paper,	P E		x	×	
Volume	or MB)	1.25	1 record	37 records	
Date	Range		2018	2007- 2018	
Required	Retention		3 Years	3 Years *After Implementation of corrective action*	
Records Series		Box 6:P	15:5(a) Inspection Summaries - Mosquito Complaints	15:9 Wastewater Collection, Treatment, and Disposal Regulation Records- Nuisance Complaint	

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	Authorization for Destruction				
	Method of Destruction		Shred	Shred	Shred
	Date of Destruction		1//1/2022	1/1/2020	1//1/2022
	Media (Paper, Electronic)	E			
School Street, Square,	Me (Pa Elect	Ь	×	×	×
	Volume (file drawers	or MB)	9 records	434 records	67 records
	Date	of in a	2018	1999, 2008- 2018	2009,-
	Required	Welchillo	3 Years *After Resolution of any violations and closure of report*	1 Year After expiration or application record	Destroy when system no longer in use.
	Records Series		15:4 Food & Lodging, institutional sanitation, and Public Swimming Pools and Spas Inspection Records- Nuisance Complaint Restaurants	15:11(c) Wastewater Dispersal System Applications – Improvement Permit and Construction Authorization Permit – Pre-	15:10 Wastewater Dispersal Subdivision System Records- Void Permits

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Destructions Log

Branch Section Environmental Health Henderson County Department of Public Health Archived Environmental Health Room Department of Public Health Location(s) of Records Division Agency

1 Year 1998, 761 X 1/1/2005 Shred After 2000- records 2004, application of 2017 2017 Bxpiration of 2007 2 X 1/1/2011 Shred *After implementation of corrective action	Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	r. nic)	Date of Destruction	Method of Destruction	Authorization for Destruction
1 Year 1998, 761 X 1/1/2005 2000- records 2004, application of 2017 2017 3 Years 2007 2 X 1/1/2011 3 Years 2007 2 X 1/1/2011 4 After implementation of corrective action action action action action			9	or MB)	- J	E			
1 Year 1998, 761	Box 6: Q			0.75					
3 Years 2007 2 X 1/1/2011 *After implementation of corrective action rs	Dispersal System Applications – Improvement Permit & Construction Authorization Permit Pre-Existing Pre-Existing	1 Year After Expiration of application period	1998, 2000- 2004, 2017	761 records	×		1/1/2005	Shred	
	15:9 Wastewater Collection, Treatment, and Disposal Regulation Records	3 Years *After implementation of corrective action	2007	2	×		1/1/2011	Shred	

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Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)	a Date of Destruction	Method of Destruction	Authorization for Destruction
15:10 Wastewater Dispersal Subdivision System Records	Destroy in office when system is no longer in use	2004-	221 records	×	1/1/2019	Shred	

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) 814-6900 LOCA) 715-3627 215 N. Blo



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Destructions Log

Agency	Henderson County Departmen	artment of Public Healt	c Health		
Division	Department of Public Health	Section	Environmental Health	Branch	
Location(s) of Records	ocation(s) Archived Environmental Health	Health Records Room	s Room		

Authorization for Destruction				
Method of Destruction			Shred	Shred
Date of Destruction			1/1/2012	1/1/2021
Media (Paper, Electronic)	P E		×	×
Volume (file drawers	or MB)	1.25	13 records	51 records
Date			2011	2020
Required			Destroy when not longer in use and is connected to an approved public or community system	Destroy when system is no longer in use
Records Series		Box 6: R	15:13 (e) Wastewater Dispersal System Improvement Permits & Construction Authorization Permits- Hooked up to City Sewer	15:10 Wastewater Dispersal Subdivision System Records- Voided Permits

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Required Retention Date System is no longer in use period Volume of Male Gravers (file drawers of Paper. Destruction of period longer in use period Volume (file drawers Electronic) of ABS- 26 X 1/1/2004 Shred Shred Shred shred implementation of corrective action Destroy when 1985- 26 X 1/1/2004 Shred system is no longer in use longer in use longer in use action Destroy I year 2006- 5 records X 1/1/2017 Shred shred implementation of corrective action 3 years after 2012 1 record X 1/1/2016 Shred action 1/1/2016 Shred Shred shred action	archives.ncdcr.gov		4013 Wall 3	4015 Wali Service Cerilei, Naleigii NC 27053-4 105	aleigii i¥O	- 41033	20 1		9950-E19-616
Destroy when 1985- 26 X 1/1/2004 Shred system is no 2003 records longer in use longer in use longer in use action of application of corrective action	Records Series	Required	Date	Volume (file drawers	Med (Pape Electro	ia er, nic)	Date of	Method of	Authorization for
Destroy when 1985- 26 X 1/1/2004		Veleililioii	Namye	or MB)	P	H	Desil delloll	Tonan nead	TOTAL TOTAL
Destroy 1 year 2006- 5 records X 1/1/2017 after expiration 2015 of application period period 3 years after 2012 1 record X 1/1/2016 implementation of corrective action	i:14 Wastewater ispersal System eration Permits – ooked up to City Sewer	Destroy when system is no longer in use	1985-	26 records	×		1/1/2004	Shred	
3 years after 2012 1 record X 1/1/2016 implementation of corrective action	15::11 (c) Wastewater ispersal system applications orovement Permit nd Construction Authorization mit -Pre Existing	Destroy 1 year after expiration of application period	2006-	5 records	×		1/1/2017	Shred	
	5:9 Wastewater Collection, Freatment, and sposal Regulation Records – Well Permit	3 years after implementation of corrective action	2012	1 record	×		1/1/2016	Shred	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

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4615 Mail Service Center, Raleigh NC 27699-4165

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Destructions Log

Agency	Henderson County Departmer	tment of Public Healt	: Health		
Division	Department of Public Health	Section	Environmental Health	Branch	
Location(s)	Location(s) Archived Environmental Healt of Records	th Records	Room		

Method of Authorization for Destruction	(5)		Shred	
Date of Destruction			1/1/2004	
Media (Paper, Electronic)	P E		×	
Volume (file drawers	or MB)	1.25	51 records	
Date Range	a B		1984 - 2017	
Required			Destroy when the facility is connected to an approved public or community system	
Records Series		Box 6: S	15:13 (e) Wastewater Dispersal System Improvement Permits and Construction Authorization Permits Connected to City Sewer	

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Records Series Required Date Volume Paper, (Paper, Paper, Paper, Or MB) P Electronic or	archives.ncdcr.gov		4615 Mai	4615 Mail Service Center, Raleigh NC 27699-4165	Raleigh N	IC 2769	9-4165		919-814-6900
Destroy in 1978- 48 records X 1/1/2011 office 3 2008 years after expiration, inactivation or revocation	Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Med (Pap Electro	er, onic)	Date of Destruction	Method of Destruction	Authorization for Destruction
	15:1 Environmental Health Permits- Swimming Pool Filled In	Destroy in office 3 years after expiration, inactivation or revocation	2008	48 records	×		1/1/2011	Shred	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

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Destructions Log

4615 Mail Service Center, Raleigh NC 27699-4165

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Agency	Henderson County Department of Public Health				
Division	Department of Public Health	Section	section Environmental	Branch	
Location(s) of Records	Archived Er	nental	ivironmental Health Records Room	ds Room	

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of	Authorization for
		Birmin	or MB)	P E			
Box 6:T			1.25				
15:5 Inspection Summaries	3 years	2008-2009	377 records	×	1/1/2013	Shred	
15:13 D Wastewater Dispersal System							
Improvement and C/A Permits	1 year	1989-2015	14records	×	1/1/2017	Shred	
15:1 Environmental Health Permits							
Well Permits- Expired	3 years	1991-2013	8 records	×	1/1/1/2017	Shred	
15:11 C Wastewater Dispersal System							
Applications - I/P and C/A Permits	1 year	2015-2017	2 records	×	1/1/2019	Shred	
15:1 Environmental Health Permits							
Swimming Pools - OP	3 years	2007	16 records	×	1/1/2009	Shred	
15:11 C Wastewater Dispersal System							
Application- Improvement and							
Construction Authorization Permit- Voided	1 year	2004-2015	92 records	×	1/1/2017	Shred	
15:1 Environmental Health Permits							
Swimming Pools -Applications & OP	3 years	2010-2019	152 records	×	1/1/2022	Shred	
15! Environmental Health Permits						t	
Child Care - Schools	3 years	1999-2018	7 records	×	1/1/2021	Shred	
15:2 Food & Lodging Maps	1 year	1999	1 record	×	1/1/2001	Shred	

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Destructions Log

4615 Mail Service Center, Raleigh NC 27699-4165

Agency	Henderson County				
Division	Department of Public Health	Section	Environmental	Branch	
Location(s) A	rchived Environm	ental Health Records Room	scords Room		

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of	Method of	Authorization for
		AR INC.	or MB)	P E			
Box 6:U			1.25				
15:5 (B) Inspecton Summaries	3 years	2014-2019	1290 records	×	1/1/2023	Shred	
15:11 (C) Wastewater Dispersal	1 year	2003-2017	15 records	×	1/1/2019	Shred	
Improvements & Construction							
Authorization Permits							
15:4 Food, Lodging, Institutional	3 years after	2015-2019	25 records	×	1/1/2023	Shred	
Sanitation & Public Swimming resolution and	resolution and						
Pools & Spa Inspection Records	closure						
15:1 Environmental Health	3 years	2010-2018	376 records	×	1/1/2022	Shred	
Permits							

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Destructions Log

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Agency	Henderson County Department of Public Health				
Division	Department of Public Health	Section	ection Environmental	Branch	
Location(s) of Records	Archived Environn	nental	nvironmental Health Records Room	ords Room	

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of	Method of	Authorization for
	TO THE PARTY OF TH	A STATE OF THE PARTY OF THE PAR	or MB)	P E			
Box 6V			1.25				
15:1 Environmental Health Permits	3 years	2004-2005	834 records	×	1/1/2009	Shred	
Mosquito Complaints							
15:4 Food & Lodging, Institutional	3 years	1997, 2009-2013	936 records	×	1/1/2017	Shred	
Sanitation, and Public Swimming							
Pools and Spas Inspection Records							
15:5 (B) Inspection Summaries 1 year after ceases	1 year after ceases	2009-2016	4 records	×	1/1/2018	Shred	
Closures	operations						
15:5 (A) Inspection Summaries 3 years after date	3 years after date	2013	8 records	×	1/1/2017	Shred	
Grades	records created			0			
	while in operation				41		
15:1 Environmental HealthPermits	3 years	2010	2 records	×	1/1/2014	Shred	
Swimming Pools							

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Destructions Log

Agency	Henderson County Department of Public Healt	_		
Division	Department of Public Health	Section	ection Environmental	Branch
Location(s) of Records	Archived Environ	nental	ironmental Health Records Room	rds Room

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of	Authorization for Destruction
	Vereillion	Manigo	or MB)				
Box 6:V Page 2							
15:11 (C) Wastewater Disipersal	1 year after	1999	2 records	×	1/1/2001	Shred	
System Applications - Improvement	expiration of						
Permit and Construction	application period						
Authorization Permit							

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Destructions Log

Agency	Henderson County			
Division	Department of Public Health	Section Environmental	Branch	
Location(s) of Records	1	Archived Environmental Health Records Room		

Records Series	Required	Date	Volume (file drawers	Media (Paper, Electronic)	Date of Destruction	Method of	Authorization for
	Welelling	Nalige	or MB)	ъ В			Homon Book
Box 6:W			1.25			TTV	
15:11 (C) Wastewater Dispersal							
System Application Improvement							
Permit and Construction							
Authorizatioin Permit	1 year	2006-2021	191 records	×	1/1/2023	Shred	
15:17 Water Supply Well							
Operations Records	Destroy in office						
	when well is no						
	longer in use or						
	when water supply						
	is connected to an						
	approved public or						
	community system	2004-2014	11	×	1/1/2015	Shred	

LOCATION: 215 N. Blount Street Raleigh, N.C. 27601-2823 Division of Archives and Records — Government Records Section
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