

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.



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Destructions Log

Agency	Henderson County Department of Public Health			
Division	Department of Public Health	Section	Health – Finance Office	Branch
Location(s) of Records	Medical Records Archive Room			

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			
Accounts Payable (paid invoices, p-card receipts, reimbursements)	3 years	2013-2022	14 Boxes	P			Shred	
Agreement Addendums & Consolidated Agreements & Funding Authorizations	5 years	2001-2020	5 boxes	P			Shred	
ATC State Reports	3 years	2001-2022	4 boxes	P			Shred	
Audits: Financial	10 years	2001-2015	1 box	P			Shred	
BT Reports	6 years	2009-2021	3 boxes	P			Shred	
Budget Reports (working budget, requests)	3 years	2004-2022	7 boxes	P			Shred	
Budget Amendments	3 years	2011-2022	1 box	P			Shred	
Check Registers (Payroll Registers)	3 years	2012-2022	4 boxes	P			Shred	

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Accounts Receivable
&
Clinic

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Destructions Log

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

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			
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	P			Shred	
Insurance Claims	5 years	2013-2022	25 boxes	P			Shred	
Fee Schedules	5 years	2006-2020	2 boxes	P			Shred	
Deceased Medical Records	10 years from last DOS	2001-2015	11 boxes	P			Shred	
COVID Records	Once Entered in NCEdSS	2020-2021	30 boxes	P			Shred	
Pregnancy Test	10 years	1998-2006	6 boxes	P			Shred	

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NC DEPARTMENT
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Destructions Log

Agency Division	Henderson County Department of Public Health		
	Department of Public Health	Section	Health – Health Ed/Dental
	Branch		
Location(s) of Records	Medical Records Archive Room		

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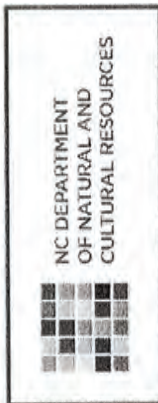
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Env. Health

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

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			
Box 6: A			1.25					
15:4 Food & Lodging San & Pool Spas Inspections- (Food Inspections)	3 Years	1998-2016		X		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	X		1/1/2019	Shred	
15:1 Environmental Health Permits	3 years	2004-2009	502 records	X		1/1/2010	Shred	

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				P	E			
Box 6:C			1.25					
15:4 Food & Lodging	3 Years	1998-2017	2098 records	X		1/1/2021	Shred	
Institutional Sanitation, & Swimming Pools & Spas inspection records – (Swimming Pool, Tattoo, Residential Care & Child Care)								
15:1 Environmental Health Permits – (Op for Pools and Tattoos)	3 Years	1995-2017	185 records	X		1/1/2021	Shred	
15:4 Food & Lodging	3 Years	2008-2011	8 records	X		1/1/2015	Shred	
Institutional San. Pools, Spas Inspection (Residential Care)								
15:2 F & L Maps, Plans and Blueprints (Day Care)	3 Years	2007	5 records	X		1/1/2011	Shred	

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Destructions Log

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

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			
Box 6:D			1.25					
15:4 Food and Lodging Pool Inspections	3 Years	2010-2016	600 records	X		1/1/2020	Shred	
15:1 Swimming Pool OP Permits	3 Years	2011-2013	9 records	X		1/1/2017	Shred	
15:4 Swimming Pool Inspections	3 Years	2007-2018	166 records	X		1/1/2022	Shred	
15:1 Swimming Pool Op & Spa Permits	3 Years	1999-2016	232 records	X		1/1/2020	Shred	
15:4 Swimming Pool Suspension or Revocation	3 Years	2008-2013	15 records	X		1-1-2017	Shred	
15:4 Swimming Pool Inspections & Violations	3 Years	2013-2016	87 records	X		1/1/2020	Shred	
15:1 Swimming Pool	3 Years	1995-2018	447 records	X		1/1/2022	Shred	

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Division	Department of Public Health	Section	Environmental Health
Location(s) of Records	Archived Environmental Health Records Room		

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			
Box 6: E 15:4 Food and Lodging Inspections and Violations of Schools and Restaurants	3 Years	2009 - 2013	1.25	X		1/1/2017	Shred	
Box 6: F 15:4 Food and Lodging Inspections and Violations of Child Care, Schools, Restaurants, Residential Care	3 Years	1996-2016	1.25	X		1/1/2020	Shred	

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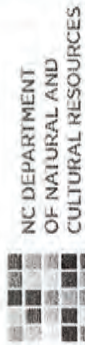
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Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
Box 6: G 15:4 Food and Lodging Inspections and Violations of Child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

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

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			
Box 6:1			0.625					
15:4 Food & Lodging, Institutional San. - Child Care & Food Lodging Violations	3 years	2010-2017	189 records	X		1/1/2021	Shred	
15:5 (a) Inspection Summaries- School Inspections & Adult Care Inspections	3 years after date records created while still in operation	1999 - 2016	146 records	X		1/1/2020	Shred	

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				P	E			
15:5 (a) Inspection Summaries – Food and Lodging Inspections	3 years after date records created while still in operation	1993-2016	622 records	X		1/1/2020	Shred	
15:1 Environmental Health Permits-Permits	3 years	2001-2013	10 records	X		1/1/2017	Shred	
15:2 Food & Lodging Maps, Plans, and Blueprints- Plan Reviews	1 year	2005-2015	32 records	X		1/1/2017	Shred	
15:5(a) Inspection Summaries – Food & Lodging Grades	3 years after date records created while still in operation	2002-2015	4 records	X		1/1/2019	Shred	

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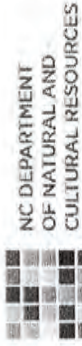
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				P	E			
15:1 Environmental Health Permits- Child Care Evaluations	3 years	1981- 2016	206 records	X		1/1/2020		

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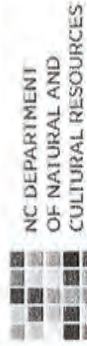
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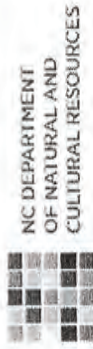
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Agency	Henderson County Department of Public Health			
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Location(s) of Records	Archived Environmental Health Room			

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			
Box 6: J			1.25					
15:5(a) Inspection Summaries – Mosquito Complaints	3 Years	2006-2009 & 2016		X		1/1/2020	Shred	
Box 6: K			1.25					
15:11 (c) Wastewater Dispersal System Applications – Improvement Permit & Construction Authorization Permit Pre-Existing Permits-	1 Year After expiration of application period	2010 - 2017		X		1/1/2019	Shred	

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				P	E			
Box 6: L			1.25					
15:9 Wastewater Collection, Treatment & Disposal Regulation Records – Septic Complaints / Repairs	3 Years *After implementation of corrective action.	2003- 2017 *One closed out 2018		X		1/1/2022	Shred	
Box 6: M			1.25					
15:9 Wastewater Collection, Treatment & Disposal Regulation Records – Complaints / Repairs	3 Years *After implementation of corrective action	1989- 2002		X		1/1/2006	Shred	

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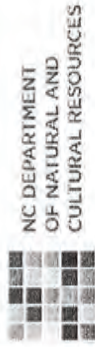
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				P	E			
Box 6: N			1.25					
15:5 (a) Inspection Summaries – Mosquito Complaints	3 Years	2010 - 2015		X		1/1/2019	Shred	
Box 6: O			0.75					
15:5 (a) Inspection Summaries – Mosquito Complaints	3 Years	2017- 2018	306 records	X		1/1/2022	Shred	
15:11 (c) Wastewater Dispersal System Application Permit – Pre-Existing Permits	1 Year After expiration of application period	2010 - 2019	119 records	X		1/1/2021	Shred	

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				P	E			
Box 6:P			1.25					
15:5(a) Inspection Summaries - Mosquito Complaints	3 Years	2018	1 record	X		1/1/2022	Shred	
15:9 Wastewater Collection, and Treatment, and Disposal Regulation Records- Nuisance Complaint	3 Years *After Implementation of corrective action*	2007-2018	37 records	X		1/1/2022	Shred	

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				P	E			
15:4 Food & Lodging, institutional sanitation, and Public Swimming Pools and Spas Inspection Records- Nuisance Complaint Restaurants	3 Years *After Resolution of any violations and closure of report*	2018	9 records	X		1/1/2022	Shred	
15:11(c) Wastewater Dispersal System Applications – Improvement Permit and Construction Authorization Permit – Pre- Existing Permits	1 Year After expiration or application record	1999, 2008- 2018	434 records	X		1/1/2020	Shred	
15:10 Wastewater Dispersal Subdivision System Records- Void Permits	Destroy when system no longer in use.	2009, - 2018	67 records	X		1/1/2022	Shred	

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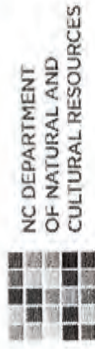
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				P	E			
Box 6: Q			0.75					
15:11 (c) Wastewater Dispersal System Applications – Improvement Permit & Construction Authorization Permit Pre-Existing Permits	1 Year After Expiration of application period	1998, 2000-2004, 2017	761 records	X		1/1/2005	Shred	
15:9 Wastewater Collection, Treatment, and Disposal Regulation Records Complaints / Repairs	3 Years *After implementation of corrective action	2007	2	X		1/1/2011	Shred	

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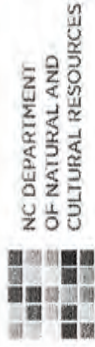
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Box 6: R			1.25					
15:13 (e) Wastewater Dispersal System Improvement Permits & Construction Authorization Permits- Hooked up to City Sewer	Destroy when not longer in use and is connected to an approved public or community system	1981-2011	13 records	X		1/1/2012	Shred	
15:10 Wastewater Dispersal Subdivision System Records- Voided Permits	Destroy when system is no longer in use	2004-2020	51 records	X		1/1/2021	Shred	

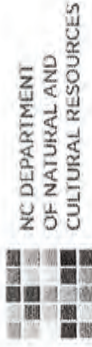
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				P	E			
15:14 Wastewater Dispersal System Operation Permits – Hooked up to City Sewer	Destroy when system is no longer in use	1985-2003	26 records	X		1/1/2004	Shred	
15::11 (c) Wastewater dispersal system applications Improvement Permit and Construction Authorization Permit -Pre Existing	Destroy 1 year after expiration of application period	2006-2015	5 records	X		1/1/2017	Shred	
15:9 Wastewater Collection, Treatment, and Disposal Regulation Records – Well Permit	3 years after implementation of corrective action	2012	1 record	X		1/1/2016	Shred	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
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Destructions Log

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

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			
Box 6 : S			1.25					
15:13 (e) Wastewater Dispersal System Improvement Permits and Construction Authorization Permits Connected to City Sewer	Destroy when the facility is connected to an approved public or community system	1984 - 2017	51 records	X		1/1/2004	Shred	

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 4615 Mail Service Center Facsimile (919) 715-3627
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				P	E			
Box 6:T			1.25					
15:5 Inspection Summaries	3 years	2008-2009	377 records	X		1/1/2013	Shred	
15:13 D Wastewater Dispersal System								
Improvement and C/A Permits	1 year	1989-2015	14 records	X		1/1/2017	Shred	
15:1 Environmental Health Permits								
Well Permits- Expired	3 years	1991-2013	8 records	X		1/1/2017	Shred	
15:11 C Wastewater Dispersal System								
Applications - I/P and C/A Permits	1 year	2015-2017	2 records	X		1/1/2019	Shred	
15:1 Environmental Health Permits								
Swimming Pools - OP	3 years	2007	16 records	X		1/1/2009	Shred	
15:11 C Wastewater Dispersal System								
Application- Improvement and Construction Authorization Permit- Voided	1 year	2004-2015	92 records	X		1/1/2017	Shred	
15:1 Environmental Health Permits								
Swimming Pools -Applications & OP	3 years	2010-2019	152 records	X		1/1/2022	Shred	
15:1 Environmental Health Permits								
Child Care - Schools	3 years	1999-2018	7 records	X		1/1/2021	Shred	
15:2 Food & Lodging Maps	1 year	1999	1 record	X		1/1/2001	Shred	



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	Branch		

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			
Box 6V			1.25					
15:1 Environmental Health Permits	3 years	2004-2005	834 records	X		1/1/2009	Shred	
Mosquito Complaints								
15:4 Food & Lodging, Institutional Sanitation, and Public Swimming Pools and Spas Inspection Records	3 years	1997, 2009-2013	936 records	X		1/1/2017	Shred	
15:5 (B) Inspection Summaries	1 year after ceases operations	2009-2016	4 records	X		1/1/2018	Shred	
Closures								
15:5 (A) Inspection Summaries	3 years after date records created while in operation	2013	8 records	X		1/1/2017	Shred	
Grades								
15:1 Environmental Health Permits	3 years	2010	2 records	X		1/1/2014	Shred	
Swimming Pools								



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

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4615 Mail Service Center	215 N. Blount Street
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Agency	Henderson County		
Division	Department of Public Health	Section	Environmental
Location(s) of Records	Archived Environmental Health Records Room		

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