

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 6, 2026

SUBJECT: Emergency Medical Services - Public Record Disposal Request

PRESENTER: Mike Barnett, EMS Manager

ATTACHMENTS: Public Records Disposal Request and Destruction Log

SUMMARY OF REQUEST:

Emergency Medical Services wishes to dispose of EMS Billing Remittance and write-off authorization records created prior to April 1st, 2016. The three-year period for retention required by the North Carolina Department of Cultural Resources and the ten-year retention required by the Centers for Medicare and Medicaid Services has expired. EMS also wishes to dispose of the DEA Controlled Medication records created prior to April 1st, 2024. 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 EMS Billing Remittances and DEA Controlled Medication documents.

