

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: August 3, 2026

SUBJECT: Public Records Disposal Request

PRESENTER: Brad Rayfield, Animal Services Center Director

ATTACHMENTS: North Carolina Department of Natural and Cultural Resources, Destruction Log

SUMMARY OF REQUEST:

Staff requests approval from the Board of Commissioners to destroy the records identified on the attached Public Records Disposal Request and Destruction Log. This request is made in accordance with the County's Records Retention Policy and the North Carolina Department of Natural and Cultural Resources Records Retention and Disposition Schedule. The required retention periods for these records have expired, and they are eligible for destruction.

BOARD ACTION REQUESTED:

The Animal Services Center requests that the Board consider and approve the attached Public Records Disposal Request and Destruction Log, authorizing the disposal of records in accordance with the County's Records Retention Policy and applicable records management requirements.

Suggested Motion:

I move to approve the Public Records Disposal Request and Destruction Log submitted by the Animal Services Center in accordance with the County's Records Retention Policy.



Destructions Log

Agency	Henderson County		
Division	Animal Services Center	Section	Branch
Location(s) of Records	Henderson County Animal Services Center 828 Stoney Mountain Road Hendersonville, NC 28791		

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			
Adoption Contracts	3 Years	FY 2022		P		TBD	Shred	
		- FY 2023						
Reclaim Contracts	3 Years	FY 2022		P		TBD	Shred	
		- FY 2023						
Rabies Vac. Vouchers	3 Years	FY 2022		P		TBD	Shred	
		- FY 2023						
Microchip Vouchers	3 Years	FY 2022		P		TBD	Shred	
		- FY 2023						
Animal Intake & Disposal Forms	3 Years	FY 2022		P		TBD	Shred	
		- FY 2023						
Daily Cash Reports	3 Years	FY 2022 - FY 2023		P		TBD	Shred	

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS:
4615 Mail Service Center
Raleigh, N.C. 27699-4615

http://archives.ncdcr.gov
Telephone (919) 814-6900
Facsimile (919) 715-3627
State Courier 51-81-20

LOCATION:
215 N. Blount Street
Raleigh, N.C. 27601-2823