

Rob Jackson, Ed. D., Superintendent

175 Bingham Road, Asheville, NC 28806

P: 828.255.5921 F: 828.255.5923

www.buncombeschools.org

Thursday, September 3, 2026

Memorandum

To: Buncombe County Board of Education Members

From: Ron Venturella, Purchasing Officer & Risk Control Manager 

Subject: Request to Dispose of Public Records

In accordance with General Statutes Chapters 121 and 132 and guidelines administered by the Department of Cultural Resources and the Division of Archives and History, the below listed schools and departments have requested to dispose of records.

Departments

Special Services

Testing and Accountability

Title I

Schools

A.C. Reynolds High School

Clyde A. Erwin High School

Clyde A. Erwin Middle School

Cane Creek Middle School

Enka High School

Johnston Elementary School

T.C. Roberson High School

Valley Springs Middle School

Weaverville Elementary School

Attachments: Requests to Dispose of Public Records

Requests to Dispose of Public Records

Departments



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REQUEST TO DISPOSE OF PUBLIC RECORDS

(Board Approval Documents Only)

School/Dept: **Special Services**

Date: **July 20, 2026**

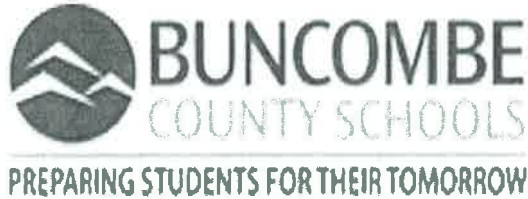
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Allison Morgan**

Approved By: *mindy conner*
[mindy conner \(Jul 27, 2026 11:08:46 EDT\)](#)

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Outdated IEP Files (Erwin HS)	1994-2003	24	shred
Outdated IEP Files (Enka HS)	1994-2003	10	shred
Outdated IEP Files (NB HS)	1994-2003	10	shred
Old Employee Records/Bookkeeper Record Copies	prior to 2021	20	shred

Purchasing Department Email: askpurchasing@bcsemail.org



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REQUEST TO DISPOSE OF PUBLIC RECORDS
(Board Approval Documents Only)

School/Dept: **Testing Department**

Date: **07/21/2026**

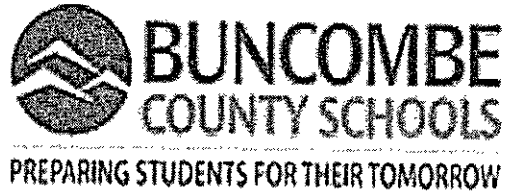
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Kathryn Cox**

Approved By: *J. McLenas*

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Secure Testing Materials	25/26 school year	110 boxes	shred

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REQUEST TO DISPOSE OF PUBLIC RECORDS
(Board Approval Documents Only)

School/Dept: **Barnardsville Elementary**

Date: **8/17/26**

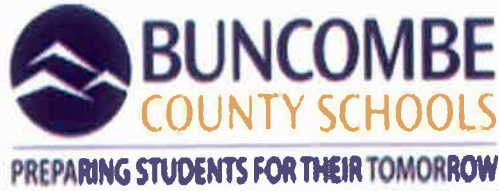
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: *Lisa Jones - Title I*

Approved By: *JB*

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Title I documents	2014-15	1 box	shred
Family compacts	2018-20	1 box	shred

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REQUEST TO DISPOSE OF PUBLIC RECORDS
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School/Dept: **Federal Programs/Title 1C - MEP** Date: **06/30/26**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Nancy Moore, Outreach Specialist/data**

Approved By: *Christen Davidson*
Christen Davidson (Jul 15, 2026 10:57:42 EDT)

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
MEP Certificates of Eligibility	2011-2015	1/4 box	shred
MEP admin files	09/01/18-8/31/22	1/2 box	shred
MEP PII files	09/01/18-8/31/22	1 1/4 box	shred

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Requests to Dispose of Public Records Schools



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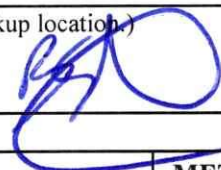
(Board Approval Documents Only)

School/Dept: **A.C. Reynolds High School**

Date: **7/21/26**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Tamara Crain**

Approved By: 

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Checks, Receipts, Bookkeeper items	SY 2020 2021	2	Shredding
Payroll, Extra Duty, Gas Bills, Student Attendance, Staff Survey,	2017 thru 2022	13	Shredding
Calendar Requests, EOY Checklists, DAR's, Sports Physicals, Security forms	2017 thru 2022	12	Shredding

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REQUEST TO DISPOSE OF PUBLIC RECORDS

(Board Approval Documents Only)

School/Dept: **Clyde A Erwin Middle School** Date: **07/15/2026**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Brooke Pace

Approved By: Kristin M. Bozeman
For: 828-255-5921 (Jul 15, 2026 13:12:34 EDT)

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Financial Records	2012-2020	9 Boxes	Shred
Student Records	2016-2020	2 Boxes	Shred
Principal Records	2013-2020	1 Box	Shred
Athletic Physicals	2004-2020	5 Boxes	Shred
PBIS	2013-2015	1 Box	Shred
Student NC Check-In Scores	2019-2020	1 Box	Shred

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(Documents Not Needing Board Approval)

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Approved By: Stanley Wheeler

[illegible]

Purchasing Department Email: askpurchasing@bcsemail.org

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REQUEST TO DISPOSE OF PUBLIC RECORDS
(Documents Not Needing Board Approval)

School/Dept: Clyde A. Erwin High School Date: 7/15/24
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Tonja Hall Approved By: Stanley Whelan

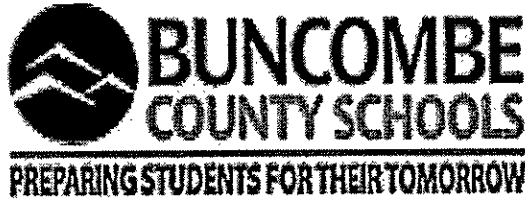
DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
State Reports	8/2018 - 6/2021	20 Folders	Shred
Attendance Notes & Waivers	↓	↓	↓
Grade Changes			
Scheduling Items			
Year End Data			
Enrollments			
Withdrawals	↓	↓	↓
W Holt Data			
Course Codes	8/2014 - 6/2021	↓	↓
~~000~~ Counselor Notes	8/2018 - 6/2021		
Summer School	8/2018 - 6/2021		



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School/Dept: Clyde A Erwin HS Date: 07/13/20
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)
Requested By: Carlin Fletcher Approved By: Stanley White

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REQUEST TO DISPOSE OF PUBLIC RECORDS
(Board Approval Documents Only)

School/Dept: Cane Creek MS Date: 6-30-26
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Kim Rogers Approved By: [Signature]

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
Accounting Documents - Checks	2022-2023		Shred at County Office
receipts - receipt books -		2	
monthly statements		Boxes	



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REQUEST TO DISPOSE OF PUBLIC RECORDS

(Board Approval Documents Only)

School/Dept: **Enka High School, Main Office** Date: **July 20, 2026**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Bookkeeper**

Approved By:

Katie Khan

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
#6) Receipt Books Full	sch yr 2020 2021	1 Box	Shred
#7) Receipt Books Full	sch yr 2021 2022	1 Box	Shred
#8) Receipt Books Full	sch yr 2021 2022	1 Box	Shred
#9) Receipt Books Full	sch yr 2022 2023	1 Box	Shred
#10) Receipt Books Full	sch yr 2022 2023	1 Box	Shred
#11) Checks	sch yr 2021 2022	1 Box	Shred
#12) Checks	sch yr 2022 2023	1 Box	Shred
#13) Checks	sch yr 2022 2023	1 Box	Shred
#14) Receipts	sch yr 2022 2023	1 Box	Shred
#15) Sign out slips	sch yr 2020 2021	1 Box	Shred

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REQUEST TO DISPOSE OF PUBLIC RECORDS

(Documents Not Needing Board Approval)

School/Dept: Enka High School, Main Office Date: July 20, 2026
(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)
Requested By: Bookkeeper Approved By: Katie Hani

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
#1) Purchase Orders (paper copies)	sch yr 2021 22	1 Box	Shred
#2) Purchase Orders (paper copies)	sch yr 2022 23	1 Box	Shred
#3) Purchase Orders (paper copies)	sch yr 2022 23	1 Box	Shred
#4) Purchase Orders (paper copies)	sch yr 2023 24	1 Box	Shred
#5) Purchase Orders (paper copies)	sch yr 2024 25	1 Box	Shred

Purchasing Department Email: askpurchasing@bcsemail.org

E-MAILED
7/23/24
ask.purchasing



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REQUEST TO DISPOSE OF PUBLIC RECORDS
(Board Approval Documents Only)

School/Dept: Johnston Elementary

Date: 7/22/24

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Angie Trantham

Approved By: [Signature]

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
Payroll forms	2010-11 school yr.	5-6 boxes total	
Fire Drill & Inspection logs			
Aesop Daily Reports			
Separated Employee files			
Requisition Forms			
PD's & Check Requisitions			
Bank Recon. & Deposits			
Acct. History & Proof Sheets			
Year End Reports			

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School/Dept: Johnston Elementary

Date: 7/22/20

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Angie Trantham

Approved By: Angie Trantham

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
Field Trip Receipts	2016-17 school year		
Employee Payroll Information			
Separated Employee files			
Worker's Comp Claims			
PO's and Travel Forms			
BANK Recon & Deposits			
Requisition & Acct. History			
Receipts & Disbursement			
Proof Sheets & Leave Balance			

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School/Dept: Johnston Elementary

Date: 7/22/20

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Angie Trantham

Approved By: Angie Trantham

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
Field Trip Receipts	2014-15		
Check Requisitions	"		
Bank Recon & Deposits	"		
Acct. History & Proof Sheets	"		
Fire Drill sheets	2013-16		
Payroll Sheets/Info	2015-16		
PO's & Check Requisitions	↓		
Deposits & Bank Recon			
Field Trip Receipts			
Acct History & Receipts ^{Dispers- ment}			
Employee Information			
Leave Balance Sheets			
Separated Employee Files & WC			
Check Requisitions ~~repeo~~			

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School/Dept: Johnston Elementary

Date: 7/22/20

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Angie Trantham

Approved By: Angie Trantham

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
Principal Data	2013-2015		
" Testing	2012-2014		
EVASS	2014-2015		
Duplicate Report Cards	2023-24		
Class Placement Cards			
Field Trip Permission Slips			
Club Permission Slips			
Behavior Intervention Plans			
Duplicate Health Records			
Class List			
Cumm Record Info.			
Drivers License Photos			
IEP's & Attendance Audits			
Attendance Notes			

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School/Dept: Johnston Elementary

Date: 7/22/20

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: Angie Trantham

Approved By: Angie Trantham

DESCRIPTION	DATES COVERED	QUANTITY	METHOD OF DISPOSAL
FERPA	25-26		
Emergency Employee Contacts			
Candidate Info who were not hired			
Health Concerns Info.			
Safety Team Info.	21-22		
Facilities Use Contracts	21-22		
Duplicate Receipts	25-26		
Old Password Info			
~~Apex~~ Dismissal Info.			
Cummulative Folder Purge			
Old Red Rover Info. (daily)			
Field Trip Permission Slips			
Cummulative Folder Purge			
~~Class~~ Class Placement Information	24-25		
	25-26		

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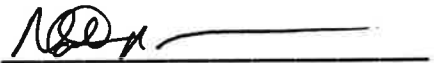
(Board Approval Documents Only)

School/Dept: **TC Roberson High School**

Date: **07/08/26**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Nathan Allison**

Approved By: 

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
financial (checks, receipts)	June 2022 July 2023	2 boxes	shred
financial (deposits/bank statements)	June 2022 July 2023	1 box	shred
Payroll/Timesheets	7/1/2022-6/30/2023	2 boxes	shred

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REQUEST TO DISPOSE OF PUBLIC RECORDS

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School/Dept: **Valley Springs**

Date: **7/20/26**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Michelle Gilbert**

Approved By: *Imy Rhoney*

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Inactive Leave Balance	2020-2021	1/4 box	Shred at school
Payroll	2020-2021	1/2 box	Shred at school
Bookkeeping	2018-2021	4 boxes	Shred at school

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School/Dept: **Weaverville Elementary**

Date: **07/27/2026**

(NOTE: School Nutrition requests from schools should identify cafeteria as pickup location.)

Requested By: **Tammy Earwood**

Approved By:

<u>DESCRIPTION</u>	<u>DATES COVERED</u>	<u>QUANTITY</u>	<u>METHOD OF DISPOSAL</u>
Power school records (Box)	2018 2019	1	Shred
Power school records (Box)	2019 2020	1	Shred
Power school records (Box)	2020 2021	1	Shred

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