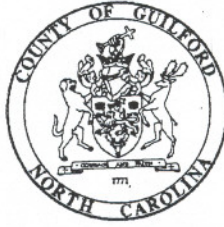


J. Robt. (Bob) Landreth, Jr., Chairman  
Carolyn Q. Coleman, Vice Chairwoman  
Melvin "Skip" Alston  
Steve Arnold  
Mike Barber  
Bruce E. Davis  
Mary C. Rakestraw



Linda O. Shaw  
Jeff L. Thigpen  
Dr. Trudy Wade  
Billy Yow  
(336) 641-3351  
(336) 845-3351  
Fax (336) 641-3209

## Board of County Commissioners

### MEMORANDUM

**TO:** Willie Best, County Manager  
**FROM:** Commissioner Billy Yow  
**DATE:** October 13, 2004  
**SUBJECT:** Environmental Health File Room

It has come to my attention that files are being taken out of the Environmental Health file room and are not being returned in a timely manner or are being misplaced altogether. These files contain very important information regarding new and old construction and the loss of these files can hold up closings. In one incident I personally experienced, files were actually left on the job site and no one from the department knew where the documents had gone. I would ask that you look into this situation and see if a system can be implemented that can track the files and who is checking out these files to ensure they are returned to the file room. Also, there have been incidents where documents that have been sent into the office either by fax or other means are not being filed appropriately and that is an area that also needs to be addressed. I believe this situation needs to be dealt with as soon as possible in order to avoid any more problems.

Thanks for your assistance and I look forward to hearing from you regarding your recommendations.

cc: Dr. Ramesh Krishnaraj, Health Department Director