

ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

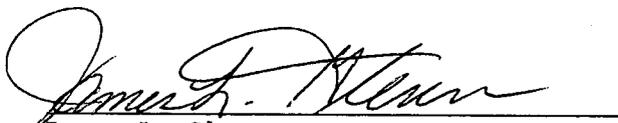
CONTROLLER'S OFFICE

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

CONTROLLER'S OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



James L. Glenn
Records Administrator
Administrative Office of the Courts

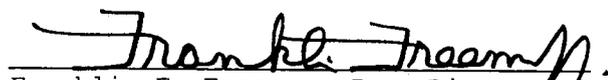


Christopher A. Marks, Controller
Administrative Office of the Courts



William S. Price, Jr., Director
Division of Archives and History

APPROVED



Franklin E. Freeman, Jr., Director
Administrative Office of the Courts



Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

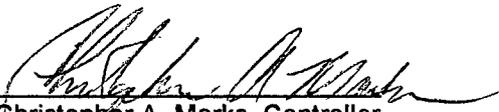
ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved June 20, 1988 by changing the the disposition instructions of Item 10638 as shown on substitute page dated February 27, 1995.

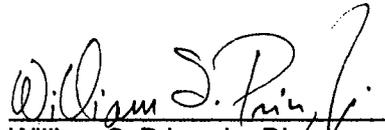
APPROVAL RECOMMENDED



Michael J. Unruh, Chief Records Officer
Administrative Office of the Courts

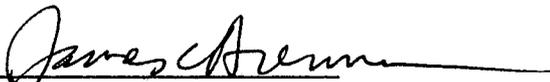


Christopher A. Marks, Controller
Administrative Office of the Courts

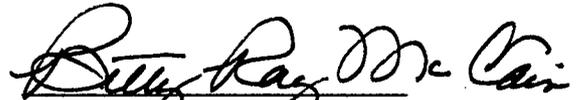


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James C. Drennan, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

February 27, 1995

MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved June 20, 1988 by changing the description of Items 10641 and 17445; by changing the disposition instructions of Item 17453; and by adding Items 37523, 37524, 37525, 37526, 37527, and 37528 as shown on substitute pages dated December 12, 1994.

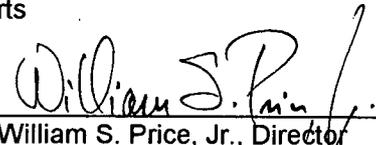
APPROVAL RECOMMENDED



Michael J. Unruh, Chief Records Officer
Administrative Office of the Courts



Christopher A. Marks, Controller
Administrative Office of the Courts



William S. Price, Jr., Director
Division of Archives and History

APPROVED



James C. Drennan, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

December 12, 1994

MS

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE

Amend the records retention and disposition schedule approved June 20, 1988 by changing the disposition instructions of Item 2323 as shown on substitute page dated July 26, 1993.

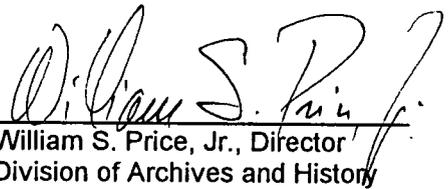
APPROVAL RECOMMENDED



Mike Unruh, Chief Records Officer
Administrative Office of the Courts



Christopher A. Marks, Controller
Administrative Office of the Courts

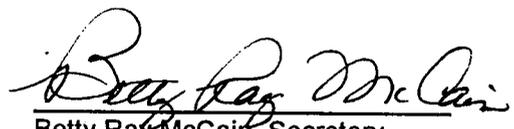


William S. Price, Jr., Director
Division of Archives and History

APPROVED



James Drennan, Director
Administrative Office of the Courts



Betty Ray McCain, Secretary
Department of Cultural Resources

July 26, 1993

MCC

ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

CONTROLLER'S OFFICE

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

CONTROLLER'S OFFICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

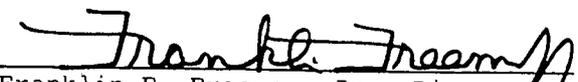
APPROVAL RECOMMENDED


James L. Glenn
Records Administrator
Administrative Office of the Courts


Christopher A. Marks, Controller
Administrative Office of the Courts


William S. Price, Jr., Director
Division of Archives and History

APPROVED


Franklin E. Freeman, Jr., Director
Administrative Office of the Courts


Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

June 20, 1988

MCC

**ADMINISTRATIVE OFFICE OF THE COURTS
CONTROLLER'S OFFICE**

ITEM 10604. CERTIFICATES OF DEPOSITS FILE.

Certificates of deposits, bank deposit slips, CSC Daily Financial Reports, remittance advices, and supporting documents.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 10619. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) PRODUCED REPORTS FILE.

Reports produced by the Departmental Accounting System.

DISPOSITION INSTRUCTIONS: Destroy in office applicable hard copies when released from all audits. Destroy in office applicable microfiche copies after 5 years.

ITEM 10620. GRANTS FILE.

Records concerning various types of approved grants that are subject to audit.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 10637. CORRESPONDENCE/MEMORANDUMS FILE.

Administrative and management correspondence/memorandums written and/or received by office.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 10644. COUNTY FILE.

Correspondence to and from the Controller's Office for each county regarding the Clerk of Superior Court, State Auditor Reports, and Field Accountant Reports.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative and reference values end.

ITEM 17445. ADMINISTRATIVE FILE.

Records concerning the organization and daily operations of the Controller's Office. File includes financial and budgetary material used in budget preparation, statistical and census reports, convention materials, records regarding the IV-D Child Support Program, memorandums, reports, policies and procedures, minutes of meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 37527. SETOFF DEBT COLLECTION FILE.

Records concerning monies collected by Department of Revenue from taxpayers on behalf of Administrative Office of the Courts (AOC) for attorney fee judgments. File includes reports detailing judgments deleted from setoff system through Financial Management System (FMS) and civil indexing. Amended 12-12-94

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 37528. SETOFF DEBT COLLECTION CORRESPONDENCE FILE.

Correspondence received from Department of Revenue and counties. File includes refunds requested by counties, copies of checks from Department of Revenue, and other information as it related to the administrative needs or functions of setoff debt. Amended 12-12-94

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.