

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF FISCAL CONTROL SERVICES
BUDGET MANAGEMENT SECTION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a section name change from Assistant State Superintendent for Financial Services, Division of Fiscal Control Services, Budget Management Section to Assistant State Superintendent for Financial and Personnel Services, Division of Fiscal Control Services, Budget Management Section. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated September 4, 1992. 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

BUDGET MANAGEMENT SECTION

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. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

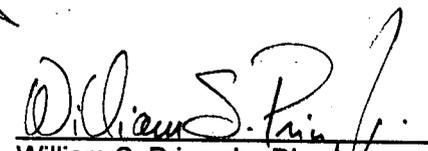
BUDGET MANAGEMENT SECTION

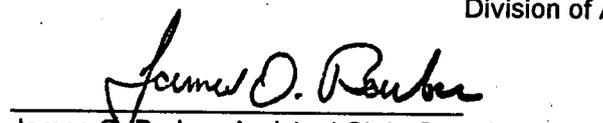
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

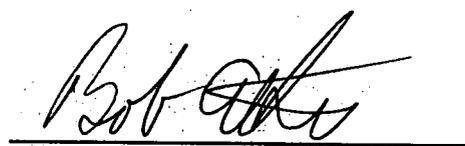

Kay S. Oney, Chief Records Officer
Department of Public Instruction

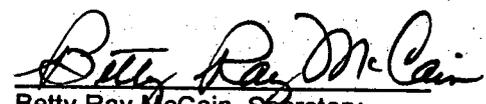

Patricia LaBarbera, Director
Fiscal Control Services


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


James O. Barber, Assistant State Superintendent
for Financial and Personnel Services

APPROVED


Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 26, 1994

HFH

... ABOUT THIS RECORDS DISPOSITION SCHEDULE ...

This records disposition schedule lists the records maintained in your office as reported to the Division of Archives and History on the date indicated. It lists all records, whether they are to be destroyed in your office or transferred to the State Records Center, and provides a brief description of each group (following the identification number) and instructions for their legal disposition (following the words "DISPOSITION INSTRUCTIONS"). Records should never be arbitrarily destroyed on the basis of personal opinion but only on the basis of a firm schedule. The disposition instructions contained herein provide that schedule and the legal procedures for records management activities in your agency.

Authority for this schedule, and the disposition instructions therein, is contained in Chapters 121 and 132 of General Statutes of North Carolina. Compliance with the disposition instructions listed herein will help ensure conformity with these laws and that records of continuing value are retained and those no longer of value are destroyed. Procedures to be followed in applying this schedule are explained in the N.C. Administrative Code, Title 7, Chapter 4, Section 500. Errors and omissions do not invalidate this schedule or render it obsolete. All provisions of this schedule remain in effect until it is officially superseded.

Supervisors or other responsible office personnel, acting through their Records Officers, are requested to notify the Records Services Branch whenever corrections, additions, or deletions in the records schedule should be made. Records Services Branch personnel will then amend this schedule in order to ensure that it remains complete and accurate and is in compliance with federal and state laws and regulations.

The Records Services Branch will provide, upon request, the following assistance to agencies in the maintenance and operation of records schedules: amendment or update of existing schedules; supply and delivery of boxes, tape, and labels for records scheduled to be transferred to the State Records Center; pickup of records to be transferred; reference service on records stored in the State Records Center; and advice and technical assistance in solving records management problems. There is no charge for these services.

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF FISCAL CONTROL SERVICES
BUDGET MANAGEMENT SECTION

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a section name change from Assistant State Superintendent for Financial Services, Division of Fiscal Control Services, Budget Management Section to Assistant State Superintendent for Financial and Personnel Services, Division of Fiscal Control Services, Budget Management Section. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated September 4, 1992. 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

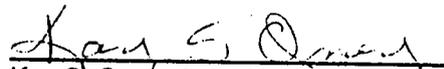
BUDGET MANAGEMENT SECTION

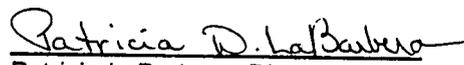
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

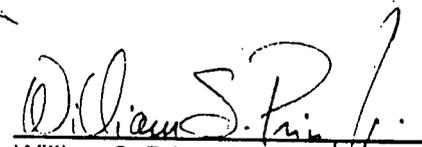
BUDGET MANAGEMENT SECTION

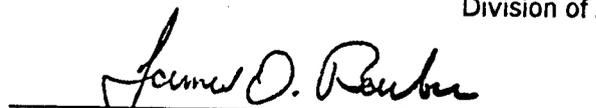
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Kay S. Oney, Chief Records Officer
Department of Public Instruction

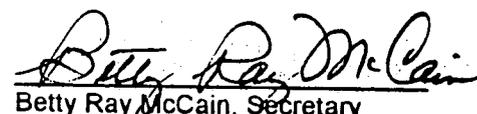

Patricia LaBarbera, Director
Fiscal Control Services


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


James O. Barber, Assistant State Superintendent
for Financial and Personnel Services

APPROVED


Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 26, 1994

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.

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF FISCAL CONTROL SERVICES
BUDGET MANAGEMENT SECTION**

ITEM 20482. CORRESPONDENCE (OFFICE ADMINISTRATIVE) FILE.

Routine correspondence and memorandums written and/or received by the office concerning budgetary matters of the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 20487. LEGISLATIVE FILE.

Records concerning legislative actions and increments requested by the department. File includes worksheets, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after each biennium.

ITEM 20489. CONTINUATION BUDGET FILE.

Requests sent to the General Assembly for a continuation of authorized programs and activities. File also includes personnel schedules, equipment lists, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after each biennium.

ITEM 33844. AGENCY MANAGEMENT BUDGET (PRINTOUTS) REPORTS (BD-701/702) FILE.

Computer printout reports concerning monthly budget reports with summary by objects. Printouts include names of each division, funding source codes, account numbers, and other related data. File also includes beginning and end-of-year budget reports.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year reports after 3 years. Destroy in office remaining reports after 5 years.

ITEM 33845. BUDGETARY CONTROL (PRINTOUTS) REPORTS (JHA-201) FILE.

Computer printouts reports concerning year-to-date budgetary data. Reports include negative balances, listing of salary amounts, and other related data. File also includes certified level reports, monthly budgetary control reports, and end-of-year budgetary control reports.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year budgetary control reports after 3 years. Destroy in office remaining reports after 5 years.

ITEM 33846. BUDGET TRANSFER FORMS FILE.

Completed forms concerning the transfer of budgeted amounts from one funding source to another within each division. Forms include names of divisions, funding source codes, budgeted amounts, account numbers, and other related topics. Funding source codes, account numbers, budgeted amounts, and other related data are entered into Dun and Bradstreet System Database (Electronic) File (Item 33847) and routinely updated.

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

ITEM 33847. DUN AND BRADSTREET SYSTEM (DBS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the department's authorized budget. Names of each division, funding source codes, account numbers, budgeted amounts allocated to each division, and other related data are entered into this electronic file. (Electronic database systems are maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF FISCAL CONTROL SERVICES
BUDGET MANAGEMENT SECTION**

ITEM 33849. FEDERAL FUNDING RECONCILIATION (PRINTOUTS) REPORTS (801) FILE.

Computer printout reports concerning all sources of funds received from the federal government. Reports include names of each division receiving funding, funding source codes, amounts spent by each division, and other related data. File also includes beginning and end-of-year reconciliation reports.

DISPOSITION INSTRUCTIONS: Destroy in office end-of-year reconciliation reports after 3 years. Destroy in office remaining reports after 5 years.