

DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING 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 an organizational name change from General Ledger Section to General Accounting 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 May 26, 1994. 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

GENERAL ACCOUNTING SECTION

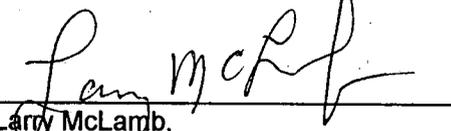
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

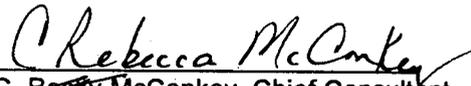
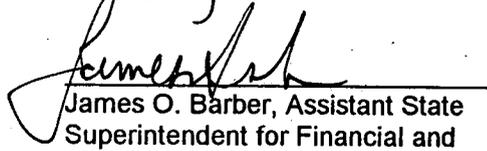
GENERAL ACCOUNTING SECTION

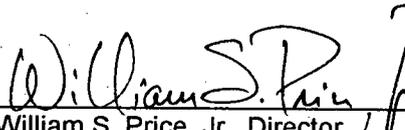
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

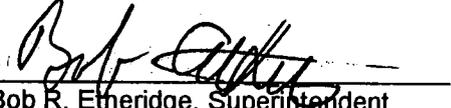

Kay S. Oney, Chief Records Officer
Department of Public Instruction


Larry McLamb,
Division of State Accounting Services


C. Rebecca McConkey, Chief Consultant
General Accounting Section

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


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

APPROVED


Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

August 31, 1994

HFH

MEMORANDUM

DATE: March 9, 1995
TO: The Master File
FROM: Frank Holt, Records Management Analyst *Frank Holt*
Department of Cultural Resources
Records Services Branch
RE: Corrected Date on Signature Page of Retention Schedule for
Amended Item 19562

This amended records retention schedule was originally submitted for signature with the wrong effective date appearing at the bottom of the signature sheet. The incorrect date has been crossed out and the correct date (February 10, 1995) has been inserted.

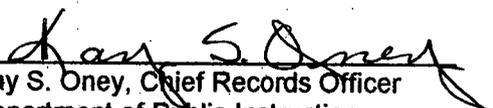
Department of Public Instruction
Assistant State Superintendent for Financial and Personnel Services
Division of State Accounting Services
General Accounting Section
Prospective Teacher Scholarship Loans Unit

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

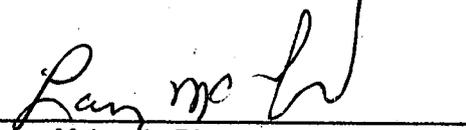
DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
PROSPECTIVE TEACHER SCHOLARSHIP LOANS UNIT

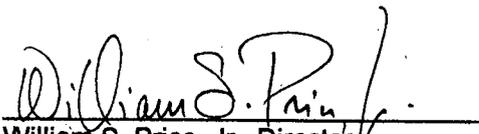
Amend the records retention and disposition schedule approved August 31, 1994 by changing the disposition instructions of Item 19562 as shown on substitute page dated February 10, 1995.

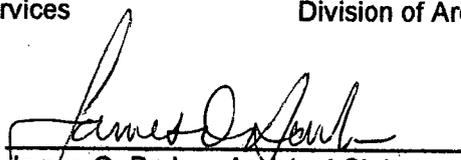
APPROVAL RECOMMENDED


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


Becky McConkey, Chief Consultant
General Accounting Section

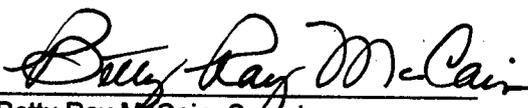

Larry McLamb, Director
Division of State Accounting Services


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, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

February 24, 1995
10

HFH

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

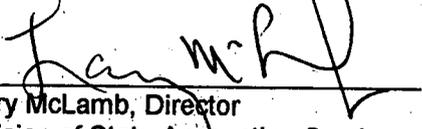
Department of Public Instruction
Assistant State Superintendent for Financial and Personnel Services
Division of State Accounting Services
General Accounting Section

Amend the records retention and disposition schedule approved August 31, 1994 by adding Item 3962 as shown on substitute page dated July 14, 1995.

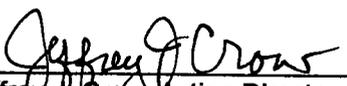
APPROVAL RECOMMENDED


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


C. Rebecca McConkey, Chief Consultant
General Accounting Section


Larry McLamb, Director
Division of State Accounting Services


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


Jeffrey J. Crow, Acting Director
Division of Archives and History

APPROVED


Bob R. Etheridge, State Superintendent
Department of Public Instruction


Betty Ray McCain, Secretary
Department of Cultural Resources

July 14, 1995

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 STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION

Records Retention and Disposition Schedule

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GENERAL ACCOUNTING SECTION

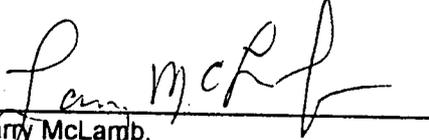
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention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

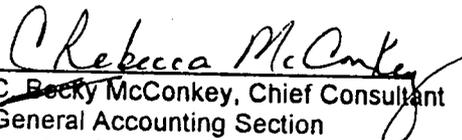
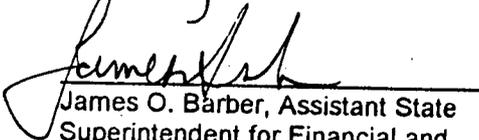
GENERAL ACCOUNTING SECTION

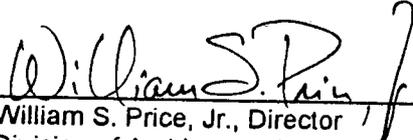
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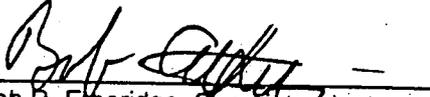

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Superintendent for Financial and
Personnel Services


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

APPROVED


Bob R. Etheridge, Superintendent
Department of Public Instruction


Betty Ray McCain, 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.

August 31, 1994

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
ADMINISTRATION**

ITEM 21624. STATE LITERARY LOANS FUND FILE.

Records concerning State Literary Loans granted to counties to remodel or expand existing school buildings. File includes applications, approvals, interest calculations, billing information, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when loan is closed. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

ITEM 23829. CHART OF ACCOUNTS REPORTS FILE.

Reports listing the data elements with valid titles for each fund within the agency. Reports include company numbers, account numbers, center numbers, and their descriptions.

DISPOSITION INSTRUCTIONS: Destroy in office June 30th and July 1st reports after 2 years and when released from all audits, whichever occurs later. Destroy in office remaining reports when updated.

ITEM 33586. BUDGETARY CONTROL JOURNAL ENTRIES DATABASE (ELECTRONIC) FILE.

Machine readable records concerning adjustments to General Ledger Accounts. Database includes document identification numbers, account code numbers, amounts of adjustments, transaction descriptions, and other related data. (Electronic database is maintained by State Information Processing Services.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 33587. CHILDREN'S TRUST FUND FINANCIAL FILE.

Records concerning sources of revenue for the Children's Trust Fund. File includes logs of \$5.00 fees received by each county for marriage licenses, reference copies of cash receipts journals, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 33588. ACCRUAL WORKING PAPERS AND COMPREHENSIVE ANNUAL FINANCIAL REPORTS (CAFR) FILE.

Computer printouts concerning comprehensive annual financial reports generated annually from the Departmental Accounting System (DAS) and the Dun and Bradstreet System (DBS) regarding departmental expenditures, assets, liabilities, cash receipts, and other related topics. File also includes budgetary forms, correspondence, and other related records.

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

ITEM 33589. CRITICAL SCHOOL FACILITY NEEDS FILE.

Reference copies of critical school facility needs grants awarded to local school units to meet a particular critical need. File includes grant award letters, notice of funds deposited, quarterly expenditure reports, correspondence, and memorandums.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
ADMINISTRATION**

**ITEM 33595. STATE ACCOUNTING SERVICES-DUN AND BRADSTREET SYSTEM (DBS) AGENCY
ADJUSTING JOURNAL ENTRIES FILE.**

Processed journal entry forms concerning adjustments to general ledger accounts. Account code numbers, transaction descriptions, amounts of adjustments, and other related data are entered into Budgetary Control Journal Entries Database (Electronic) File (Item 33586) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
BANK RECONCILIATION**

ITEM 33609. VOIDED/CANCELLED CHECKS FILE.

Voided or cancelled checks not paid by the agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
FIXED ASSETS**

ITEM 3658. REGISTER OF FIXED ASSET TRANSACTIONS (DAPG75) FILE.

Fixed asset transactions reports (DAPG75) for each month of the fiscal year. (Register reports all purchases and sales of fixed assets for the department.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 21686. FIXED ASSET SYSTEM MONTHLY MAINTENANCE FILE.

Records concerning monthly maintenance of the Fixed Asset System. File includes all Fixed Asset System reports that are generated at fiscal year-end to be reviewed by the Department of State Auditor, equipment records, change of location forms, confirmation letters, deletion reassignment forms, disposition of assets forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year(s) after released from all audits.

ITEM 33610. ACTIVE ASSET ADDITIONS REPORTS (FA755GF/OF-ADD) FILE.

Computer printouts listing active assets with an acquisition cost of greater than \$5000. (Information sorted by certified level and asset number.) Printouts include names of funds, costs of acquisitions, asset numbers and descriptions, asset locations, acquisition dates, and budget codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33611. ACTIVE ASSET ADDITIONS REPORTS SUMMARY (FA755GS/OS-ADD) FILE.

Computer printouts summarizing active assets with an acquisition cost of greater than \$5000. (Information sorted by certified level and asset number.) Printouts include names of funds, costs of acquisitions, asset numbers and descriptions, acquisition dates, and budget codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33612. ACTIVE ASSET RECONCILIATION REPORTS (FA755GF/OF-GT5000) FILE.

Computer printouts summarizing active assets with an acquisition cost greater than or equal to \$5000. (Printout is used for general ledger reconciliation.) Printouts include number of assets and summary acquisition costs for all categories of fixed assets.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33613. ACTIVE ASSET RECONCILIATION REPORTS-ACTIVE DETAIL (FA755GF/OF-FXXX) FILE.

Computer printouts listing details of active assets with an acquisition cost greater than or equal to \$500. Printouts include names of funds, acquisition costs, asset numbers and descriptions, asset locations, acquisition dates, and budget codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33614. ACTIVE FIXED ASSET LISTING (PRINTOUTS) (FA050) FILE.

Computer printouts listing active assets by fund and fixed asset number. Printouts include asset numbers and descriptions, asset locations, names of manufacturers, serial numbers, acquisition dates, and costs of acquisitions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33615. FIXED ASSETS ADJUSTMENTS REPORT (ADJUSTMENTS-ALL) FILE.

Computer printouts listing details of cost increases and decreases to assets currently identified in the fixed asset system. Printouts include names of funds, asset numbers and category, adjustment dates, and costs of acquisitions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
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DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
FIXED ASSETS**

ITEM 33616. FIXED ASSETS MAINTENANCE FILE.

Records concerning fixed asset activities and transactions. File includes equipment maintenance reports, equipment location forms, deletion and reassignment forms, surplus property inventory forms, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33617. FIXED ASSETS PURCHASED WITH FEDERAL FUNDS-ACTIVE DETAIL (FAZFD) FILE.

Computer printouts listing details of active assets purchased with federal funds, designated by a non-blank Federal Reimbursement Code (FRC) field. Printouts include asset numbers and descriptions, asset locations, serial numbers, acquisition dates, and acquisition costs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33618. FIXED ASSETS PURCHASED WITH FEDERAL FUNDS-ACTIVE SUMMARY (FAZFDMS) FILE.

Computer printouts summarizing active assets purchased with federal funds and designated by a non-blank Federal Reimbursement Code (FRC) field. Printouts list federal program, number of assets, and acquisition costs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33619. FIXED ASSETS RETIREMENT REPORT (FARETDT) FILE.

Computer printouts listing details of all fiscal year retirements of assets with an acquisition cost greater than or equal to \$500. Printouts include asset numbers and descriptions, asset locations, acquisition costs and proceeds, acquisition and retirement dates, and budget codes.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33620. FIXED ASSETS RETIREMENT REPORT (FA755-RET) FILE.

Computer printouts listing fiscal year retirements of assets with an acquisition cost greater than or equal to \$5000. Printouts include names of funds, asset numbers and descriptions, asset locations, acquisition costs, and fixed asset retirement dates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33621. FIXED ASSETS TRANSFERS REPORT (TRANSFERS-ALL) FILE.

Computer printouts listing details of assets transferred between fixed asset companies. Printouts include names of funds, asset numbers, transaction dates, quantities and costs of fixed assets, budget codes, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33622. LIST OF ASSETS WITH SERIAL NUMBERS (FASERIAL) FILE.

Computer printouts listing all active assets having serial numbers. Printouts include names of companies, asset numbers and descriptions, asset locations, serial numbers, and acquisition dates.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33623. PHYSICAL INVENTORY WORKSHEET BY LOCATION (PRINTOUTS) (FAINV) FILE.

Computer printouts provided by the Office of the State Controller listing all active assets by location and asset number. Printouts include asset locations, asset descriptions and identification numbers, names of manufacturers, serial numbers, acquisition dates, and

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
PAYROLL**

ITEM 33626. DEDUCTION DISBURSEMENT RECORD AND EMPLOYER CONTRIBUTION TO HEALTH BENEFITS (JHA308IG) FILE.

Computer printouts detailing monthly health benefit costs. Printouts include employee and employer withholdings and matching hospitalization amounts and account code distributions by employee name.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33627. DEDUCTION DISBURSEMENT RECORD AND EMPLOYER CONTRIBUTION TO HEALTH BENEFITS - RECAPITALIZATION OF EMPLOYER CONTRIBUTIONS (JHA309IG) FILE.

Computer printouts summarizing monthly health benefit costs. Printouts list employees and employers withholding and matching hospitalization amounts by account code distribution.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33628. DEPARTMENT OF ADMINISTRATION TO DEPARTMENT OF PUBLIC INSTRUCTION PERSONNEL COMPARISON PRINTOUT (JHA221IG) FILE.

Computer printouts listing differences between posted payroll records and personnel data. Printouts include social security numbers, employees' names, account codes, position numbers, salary amounts, and related employer costs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33629. DEPARTMENT OF ADMINISTRATION TO STATE ACCOUNTING SERVICES PAYROLL CONVERSION ERROR (JHA215IG) FILE.

Computer printouts listing all payroll budget codes not assigned a corresponding State Accounting Services/Dun and Bradstreet System conversion code. Printouts include payroll cycle, employees' names, social security numbers, position numbers, account codes, and related error messages.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33630. DEPARTMENT OF ADMINISTRATION-STATE ACCOUNTING SERVICES DISTRIBUTION CROSS-REFERENCE (JHS217IG) FILE.

Computer printouts listings of conversions of Departmental Accounting System payroll account code to State Accounting Services/Dun and Bradstreet System account code structure by employee. Printouts include employees' names, social security numbers, position numbers, and Departmental Accounting System (DAS) and Dun and Bradstreet System (DRS) account

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 33631. LISTING OF EMPLOYEES WHOSE STATE ACCOUNTING SERVICES ACCOUNT DISTRIBUTIONS WERE FLAGGED AS ERRORS ON THE BATCH PROOF LIST (JHA215BL) FILE.

Computer printouts listing payroll employees with invalid account code distributions. Printouts include Dun and Bradstreet System (DBS) account distributions, social security numbers, payroll cycle codes, employees' names, position numbers, Departmental Accounting System (DAS) account distributions, and gross amounts paid.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 33632. PAYROLL COST ANALYSIS REPORT BY FUNDING SOURCE AND CERTIFIED LEVEL (JHA218IG) FILE.

Computer printouts summarizing payroll costs by funding source and certified level. Printouts include funding sources, certified levels, payroll cycles, payroll dates, gross amounts paid, employer matching FICA amounts, retirement amounts, and total payroll costs.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF PUBLIC INSTRUCTION
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES
DIVISION OF STATE ACCOUNTING SERVICES
GENERAL ACCOUNTING SECTION
PAYROLL**

ITEM 33634. PAYROLL REGISTER AND REGISTER RECAPITULATIONS (JHA216IG) FILE.

Computer printouts listing details of payroll expenditures arranged by account code and employee position number. File includes summary reports of payroll expenditures sorted by account code distributions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF PUBLIC INSTRUCTION
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GENERAL ACCOUNTING SECTION
PROSPECTIVE TEACHER SCHOLARSHIP LOANS UNIT**

ITEM 19564. PROMISSORY NOTES FILE.

Notarized promissory notes for repayment of scholarship loans. (Each note is signed by recipient of loan and cosigned by two sureties.)

DISPOSITION INSTRUCTIONS: Mail to individuals when loans are repaid through teaching credits or collections.

ITEM 33016. WRITTEN-OFF LOANS FILE.

Records concerning scholarship loans that have been written off due to determination of being uncollectable and after proper approval obtained in accordance with departmental and Office of the State Controller policies. File includes correspondence, applications, grade transcripts, unpaid notes, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when released from all audits. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.