

DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF STATE ACCOUNTING SERVICES  
OFFICE OF THE DIRECTOR

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 State Accounting Services, Office of the Director to Assistant State Superintendent for Financial and Personnel Services, Division of State Accounting Services, Office of the Director. 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 30, 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

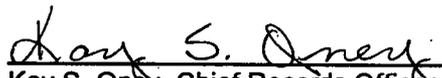
OFFICE OF THE DIRECTOR

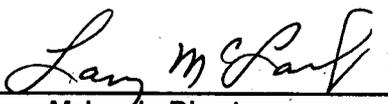
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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

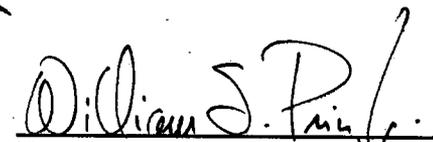
OFFICE OF THE DIRECTOR

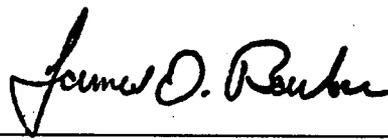
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

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

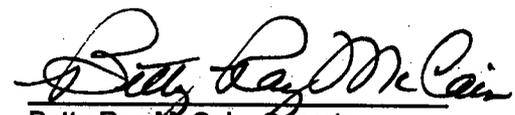
  
Larry McLamb, Director  
Division of State Accounting Services

  
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, 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.

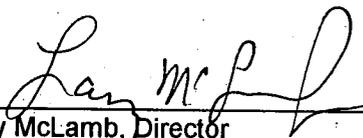
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

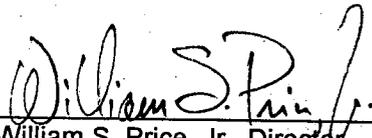
Department of Public Instruction  
Assistant State Superintendent for Financial and Personnel Services  
Division of State Accounting Services  
Office of the Director

Amend the records retention and disposition schedule approved May 26, 1994 by changing the disposition instructions of Item 34255, Item 34256, Item 34257, Item 34258, Item 34259, Item 34260, and Item 34261 as shown on substitute pages dated August 31, 1994.

APPROVAL RECOMMENDED

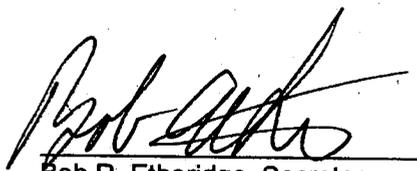
  
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Department of Public Instruction

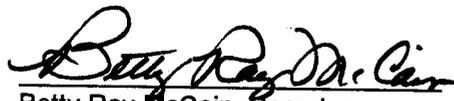
  
Larry McLamb, Director  
Division of State Accounting Services

  
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, Secretary  
Department of Public Instruction

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

August 31, 1994

HFH

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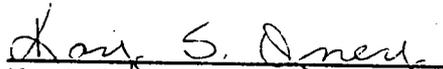
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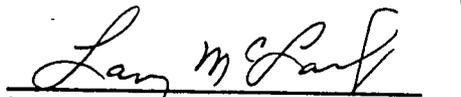
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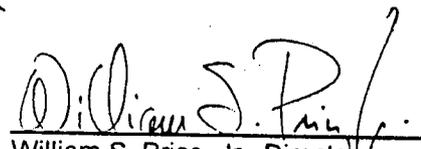
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APPROVAL RECOMMENDED

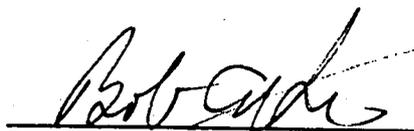
  
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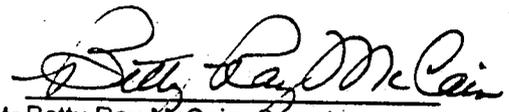
  
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James O. Barber, Assistant State Superintendent  
for Financial and Personnel Services

APPROVED

  
Bob R. Etheridge, Superintendent  
Department of Public Instruction

  
Betty Ray McCain, Secretary  
Department of Cultural Resources

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.

May 26, 1994

HFH

**DEPARTMENT OF PUBLIC INSTRUCTION  
ASSISTANT STATE SUPERINTENDENT FOR FINANCIAL AND PERSONNEL SERVICES  
DIVISION OF STATE ACCOUNTING SERVICES  
OFFICE OF THE DIRECTOR  
DIRECTOR'S OFFICE**

**ITEM 33019. MANAGEMENT AND PROGRAM FILE.**

Reference copies of records concerning the management, operations, and programs of the division. File includes correspondence, workshop handouts, organizational charts, financial reports, newsletters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 33297. DIRECTOR'S CORRESPONDENCE FILE.**

Administrative correspondence written and/or received by the director concerning the administration and management of the division.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.