

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**

**PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE**

The Program 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

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BUDGET AND FINANCE DIVISION**

(formerly Department of Agriculture and Consumer Services, Administrative Services, Budget 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 Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. 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.

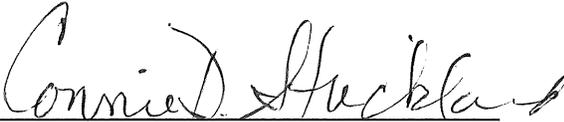
The Department of Agriculture and Consumer Services and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*administrative/reference value ends.*" The Department of Agriculture and Consumer Services hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Agriculture and Consumer Services will be responsible for cost of microfilm production.

The Department of Agriculture and Consumer Services and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Agriculture and Consumer Services agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

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

**APPROVAL RECOMMENDED**

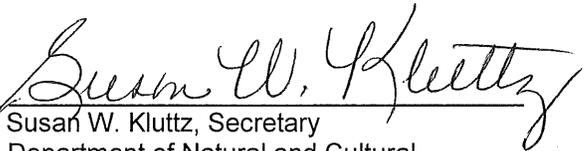
  
\_\_\_\_\_  
Connie Strickland, Chief Records Officer

  
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Terri Overton, Budget and Finance Director  
Budget and Finance Division

  
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Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

  
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Steve Troxler, Commissioner  
Department of Agriculture and Consumer  
Services

  
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Susan W. Klutz, Secretary  
Department of Natural and Cultural  
Resources

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**ITEM 9348. FEDERAL FUNDS FILE**

Records concerning project files for each federal grant. File includes grant awards, Budget and Finance Division information, and other related records concerning each specific grant.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project is closed 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 9352. DEPARTMENTAL PROGRAM FILE**

Records in paper and electronic formats, including e-mail, concerning departmental programs. File includes appropriation information, correspondence (including e-mail), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years 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 9373. GRAIN DEALERS FILE**

Records in paper and electronic formats concerning licensed grain dealers and buyers. File includes license applications and correspondence with grain dealers and bonding companies. Relevant data from applications is entered into Agricultural Licensing database.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9374. GRAIN DEALER INDEX FILE**

Records in paper and electronic formats of indices of licensed grain dealers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9375. LICENSED GRAIN DEALERS SURETY BOND FILE**

Records concerning surety bonds for licensed grain dealers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9377. FEED REPORTING FILE**

Records in paper and electronic formats concerning companies that submit tonnage reports. File includes applications, permits, and correspondence. Relevant data from applications is entered into Fertilizer, Feed, and Lime Vendor Mailing List database.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9378. QUARTERLY FEED TONNAGE REPORTS FILE**

Records in paper and electronic formats concerning working copies of quarterly feed inspection feed tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9379. VERIFIED FEED TONNAGE REPORTS FILE**

Records concerning audited and verified feed tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 9380. EXEMPT FEED REPORTING COMPANIES FILE**

Records concerning exempt feed reporting companies. File includes certification applications, exemption certificates, proof of qualification, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9381. FEED REPORTING INDEX FILE**

Records concerning index listings of feed reporting companies.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9389. LIME AND LAND PLASTER REPORT FILE**

Records concerning companies that submit lime and land plaster tonnage reports. File includes applications, permits, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9390. QUARTERLY LIME AND LAND PLASTER TONNAGE REPORT FILE**

Records concerning working copies of lime and land plaster inspection fee tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 9391. VERIFIED LIME AND LAND PLASTER REPORT FILE**

Records concerning audited verified lime and land plaster inspection fee tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 50580. GRANTS AND GRANT MANAGEMENT SYSTEM (ELECTRONIC) FILE**

Records in paper and electronic formats concerning all grant transactions for both the department and its divisions as both grantee and grantor. File includes grant applications, awards, revisions, reports, and other related data. Relevant transactional data is entered and interfaced with the North Carolina Accounting System (NCAS) and other state-recognized systems.

DISPOSITION INSTRUCTIONS: Scan paper records in office when received. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Purge electronic records in office 5 years after end date of grant 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.

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FOLLOWING ITEMS ARE EITHER DISCONTINUED OR  
TRANSFERRED.**

**ITEM 241. PAID CHECKS FILE**

Records in paper and electronic formats concerning checks paid by department. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 9301. SOCIAL SECURITY FILE**

Computer generated printouts indicating taxable wages, employees' account numbers, names of employees, and other related data. File also includes quarterly reports of wages paid and reconciliation of social security contributions. Printouts generated from Temporary Payroll Database (Electronic) File (Item 47078). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9315. RECEIPTS FILE**

Records in paper and electronic formats of receipts for revenue deposited under code 13700 for the department. Receipts cover state and federal funds, penalties, veterinary services, standards, cooperative inspections, and other related records. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9316. RECEIPTS BOOKS FILE**

Receipt books for departmental collections. File also includes receipts submitted by inspectors and other personnel who receive money for inspections, licenses, and other services.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9317. REVENUE REFUNDS FILE**

Records concerning revenue refunds. File includes written requests, documentation on overpayments and duplicate payments, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9318. RESEARCH STATION AND STATE FARM DEPOSITS FILE**

Records in paper and electronic formats of deposits slips and receipts issued for products and livestock sold. File also includes copies of monthly sales summaries. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9326. AGRICULTURAL COMMODITY ASSESSMENT DEPOSIT SLIPS FILE**

Records in paper and electronic formats of deposit slips for agricultural commodity assessments. File also includes supporting data and bank statements. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 9328. AGRICULTURAL COMMODITY ASSESSMENT EDITS AND UPDATES FILE**

Records in paper and electronic formats concerning agricultural commodity assessment edits and updates used for programming. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Marketing, Market News Section, Agriculture Commodities Reports File (Item 8848).

**ITEM 9330. AGRICULTURAL LIVESTOCK ACQUISITION FUND LEDGERS FILE**

Records in paper and electronic formats of agricultural livestock ledgers for cattle and swine sold. File also includes information concerning purchase and sale of cattle and correspondence. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Marketing, Livestock Section, General Correspondence File (Item 8821).

**ITEM 9331. DEPARTMENTAL CODES DEPOSIT SLIPS AND SUPPORTING DATA FILE**

Records in paper and electronic formats of deposit certificates and slips for daily deposits to departmental codes. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9333. MONTHLY BUDGET REPORTS FILE**

Budget reports received from Office of the State Controller. Reports include Budget Certification Forms (BD-307), Monthly Report on the Budget (BD-701), Monthly Report on Capital Improvement (BD-725), and other related reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9334. BUDGET INFORMATION FILE**

Records concerning each departmental budget. File includes memorandums from Office of State Budget, Department of State Treasurer, and Department of State Auditor as well as federal funds instructions and quarterly allotment ledgers.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9335. BUDGET WORKING FILE**

Records concerning the budget. File includes budget working papers, capital improvement materials, budget revisions, budget justifications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9336. BIENNIAL BUDGET REQUESTS FILE**

Records concerning biennial budget requests. File includes worksheets, instructions, summaries of continuation, expansion, and capital improvement budgets, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 9337. BANK STATEMENTS AND RECONCILIATIONS FILE**

Monthly listings of outstanding checks, voided checks, cancelled checks, and accounting statements received from the Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9340. NORTH CAROLINA RURAL REHABILITATION BANK STATEMENTS FILE**

North Carolina Rural Rehabilitation bank statements, deposit slips, and other accounting records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9341. FEDERAL AND STATE INCOME TAX FILE**

Federal and state income tax reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9344. POSTAL FILE**

Records concerning postage used by the department. File includes amount of daily postage charged, United States Post Office deposits, and cost of mailing the AGRICULTURE REVIEW.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9345. SUPPORT PAID VOUCHERS FILE**

Records concerning the federal budget code and paid vouchers for capital improvements.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9350. CAPITAL IMPROVEMENT PROJECTS FILE**

Records concerning capital improvement projects. File includes project agreements, contract awards, fiscal records, change orders, correspondence, insurance certificates, and other related records. File also includes monthly reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9351. GENERAL CORRESPONDENCE AND INFORMATION FILE**

Reference information concerning budgets. File includes stop-payment notices, escheat and insurance information, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9353. ACCIDENT REPORTS FILE**

Accident reports involving department vehicles or equipment.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 9356. PAYROLL REGISTER PRINTOUTS FILE**

Microfiche and computer generated printouts detailing payroll and deductions for each employee. File lists employees' names, social security numbers, amount of deductions, gross and net pay, and other related data. Printouts generated from Temporary Payroll Database (Electronic) File (Item 47078). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9357. TEMPORARY EMPLOYEES PAYROLL SALARY FILE**

Computer generated printouts concerning salary increase authorizations for temporary employees. Printouts list employees' names, social security numbers, amount of deductions, gross and net pay, accounting code sheets, and other related data. Printouts generated from Temporary Payroll Database (Electronic) File (Item 47078). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9358. INSURANCE BILL FILE**

Records in paper and electronic formats concerning insurance companies and coverage by department personnel. File includes insurance change/enrollment forms, insurance deductions, reconciliation worksheets, accounting code sheets for deposits, premiums paid to hospital insurance companies, and other related records. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9359. LEGISLATIVE INCREASES FILE**

Computer generated printouts received from the Office of State Controller, Central Payroll concerning departmental employees receiving legislative increases in salaries.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9360. INCREMENT CARD FILE**

Records concerning each permanent employee. Cards list each employee's name, social security number, annual salary, monthly salary, total years of services, position number, grade, rate annual leave per month, effective date, date employed, and other related data. (Comply with applicable provisions of 5 USC Sec. 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 9364. PAYROLL DEDUCTION AUTHORIZATION FILE**

Records in paper and electronic formats concerning deductions from employees' paychecks. File includes insurance deductions, credit union deductions, tax exemption certificates, tax withholding statements, and other related records. Information from tax withholding statements entered into Temporary Payroll Database (Electronic) File (Item 47078) and routinely updated. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9365. TAX WITHHOLDING FILE**

Withholding statements for temporary personnel.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9368. TIME RECORDS AND AUTHORIZATIONS FILE**

Records in paper and electronic records concerning time records and authorizations for part-time employees. Information from time records entered into Temporary Payroll Database (Electronic) File (Item 47078) and routinely updated. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 9376. GRAIN DEALERS COMPUTER PRINTOUT LISTING FILE**

Printout listings of names of licensed grain dealers. Printouts generated from Agricultural Licensing Database (Electronic) File (Item 47075).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Agricultural Licensing Database (Electronic) File (Item 47075).

**ITEM 9382. FEED REPORTING COMPANIES COMPUTER PRINTOUT LISTING FILE**

Printout listings of names of licensed grain buyers. Printouts generated from Agricultural Licensing Database (Electronic) File (Item 47075).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Agricultural Licensing Database (Electronic) File (Item 47075).

**ITEM 9401. PAID INVOICES FILE**

Records concerning payments to vendors. File includes correspondence, invoices, purchase orders, accounting code sheets, employees' expense reimbursements, and other related records. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 12059. AGRICULTURAL COMMODITY ASSESSMENT REPORTS FILE**

Records in paper and electronic formats of monthly assessment reports for eggs, cotton, apples, peaches, peanuts, soybeans, sweet potatoes, tomatoes, corn, cattle, and swine. File also includes correspondence and amount of assessment paid by individual companies. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Division of Marketing, Market News Section, Agriculture Commodities Reports File (Item 8848).

**ITEM 13210. PURCHASING CORRESPONDENCE REFERENCE FILE**

Records in paper and electronic formats concerning correspondence of the Purchasing Office. File includes work orders, repair requests, telephone repair requests, and surplus property declarations. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 13211. PURCHASE ORDERS FILE**

Records in paper and electronic formats concerning purchase orders for the department. File includes quotation forms, invoices, and change orders. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 13212. PURCHASE AND CONTRACT REQUISITIONS FILE**

Records in paper and electronic formats concerning purchase and contract requisitions for the department. File includes invoices and change orders. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 17008. REVENUE SALES AND USE TAX REPORTS FILE**

Records in paper and electronic formats of revenue sales and use tax reports. File also includes supporting data. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 17009. CASHIER CORRESPONDENCE FILE**

Records in paper and electronic formats of correspondence relating to the Cashier's Office. File also includes copies of fees, laws and regulations, sales information, bid sheets, monthly reports on sales of surplus property, and other related records. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

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**ITEM 47074. MAILING LIST DATABASE (ELECTRONIC) FILE**

Electronic records concerning vendors who sell fertilizer, feed, and lime in the state. Electronic file includes names of companies, addresses, phone numbers, identification numbers, contact names, and other related data. Data is entered into this database from Feed Reporting File (Item 9377). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Feed Reporting File (Item 9377).

**ITEM 47075. AGRICULTURAL LICENSING DATABASE (ELECTRONIC) FILE**

Electronic records concerning licenses issued to grain and cotton commercial dealers and buyers. Electronic file includes company names, addresses, phone numbers, names of contacts, license certificate numbers, and other related data. Data is entered into this database from Grain Dealers File (Item 9373). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Grain Dealers File (Item 9373).

**ITEM 47077. TEMPORARY EMPLOYEE PAYROLL FILE**

Records concerning temporary action forms for temporary employees. File includes employees' names, social security numbers, salaries, lengths of service, and other related records. Information is entered into the Temporary Payroll Database (Electronic) File (Item 47078) and routinely updated. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**ITEM 47078. TEMPORARY PAYROLL DATABASE (ELECTRONIC) FILE**

Electronic records concerning in-house seasonal temporary employees' payroll. Electronic file includes social security numbers, social security wages, lengths of service, quarterly payroll reports, employees' wages, registers, tax withholding statements, and other related data. Data is entered into this database from Payroll Deduction Authorization File (Item 9364), Time Records and Authorizations File (Item 9368), and Temporary Employee Payroll File (Item 47077). (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.