

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF BUDGET AND FINANCE
ADMINISTRATIVE SERVICES
BUDGET OFFICE

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

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 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

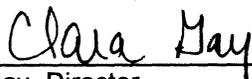
BUDGET OFFICE

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 This schedule is to remain in effect until superseded.

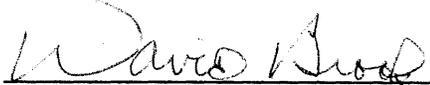
APPROVAL RECOMMENDED



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APPROVED



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Department of Agriculture and Consumer Services



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Department of Cultural Resources

September 3, 2004

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**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounting**

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: Destroy in office paper and electronic records after 3 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 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: Destroy in office after 2 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 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: Destroy in office after 2 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 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: Destroy in office after 6 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounting**

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: Destroy in office after 6 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 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: Destroy in office after 3 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 9338. NORTH CAROLINA RURAL REHABILITATION DEEDS OF TRUST FILE. Deeds of trust for rural rehabilitation loans to students.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina Agricultural Finance Authority.

Item 9339. NORTH CAROLINA RURAL REHABILITATION FILE. Records concerning rural rehabilitation loans to students. File includes savings and loan accounts financial reports, U.S. Treasury Bill investment information, and correspondence concerning individual accounts.

DISPOSITION INSTRUCTIONS: Function and records transferred to North Carolina Agricultural Finance Authority.

Item 9340. NORTH CAROLINA RURAL REHABILITATION BANK STATEMENTS FILE. North Carolina Rural Rehabilitation bank statements, deposit slips, and other accounting records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounting**

Item 9341. FEDERAL AND STATE INCOME TAX FILE. Federal and state income tax reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 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: Destroy in office after 2 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 9345. SUPPORT PAID VOUCHERS FILE. Records concerning the federal budget code and paid vouchers for capital improvements.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 9348. FEDERAL FUNDS FILE. Project files for each federal grant. File includes grant awards, budget division information, and general information concerning each specific grant.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after project 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounting**

Item 9349. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) JOURNAL 10 VOUCHER IDENTIFICATION FILE. Working copies of source documents for DAS journal 10 entries.

DISPOSITION INSTRUCTIONS: Records transferred to Departmental Accounting System Transaction Reconciliation File (Item 9346).

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: 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 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: Destroy in office after 2 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 9352. DEPARTMENTAL PROGRAM FILE. Reference copies of records concerning departmental programs. File includes appropriation information, correspondence, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounting**

Item 9353. ACCIDENT REPORTS FILE. Accident reports involving department vehicles or equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 9347. EMPLOYEE W-2 FORM FILE. Reference copies of employees withholding forms (Form W-2).

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Deputy Commissioner I, Fiscal Management Division, Accounting Management, General Accounting Unit.

Item 9354. VEHICLE TITLES FILE. Official copies of titles to departmental vehicles.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Deputy Commissioner I, Fiscal Management Division, Accounting Management, General Accounting Unit.

Item 9355. CORRESPONDENCE FILE. Section correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of the Deputy Commissioner I, Fiscal Management Division, Accounting Management, General Accounting Unit.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Accounts Payable**

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: 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Cashier**

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: Destroy in office paper and electronic records after 3 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 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: Destroy in office after 3 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 9317. REVENUE REFUNDS FILE. Records concerning revenue refunds. File includes written requests, documentation on overpayments and duplicate payments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Cashier**

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: Destroy in office paper and electronic records after 3 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 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: Destroy in office paper and electronic records after 3 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 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: Destroy in office paper and electronic records after 1 year 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Cashier**

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: Destroy in office paper and electronic records 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 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: Destroy in office paper and electronic records after 3 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 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: Destroy in office paper and electronic records after 5 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Cashier**

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: Destroy in office paper and electronic records after 9 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 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: Destroy in office after 2 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Fiscal Management Section**

Item 9373. GRAIN DEALERS FILE. Records concerning licensed grain dealers and buyers. File includes license applications and correspondence with grain dealers and bonding companies. Information from applications is entered into Agricultural Licensing Database (Electronic) File (Item 47075) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 9374. GRAIN DEALER CARD FILE. Records in paper and electronic formats of indices of licensed grain dealers. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 9375. LICENSED GRAIN DEALERS SURETY BOND FILE. Surety bonds for licensed grain dealers.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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: Destroy in office when superseded or obsolete.

Item 9377. FEED REPORTING FILE. Records concerning companies which submit tonnage reports. File includes applications, permits, and correspondence. Information from applications is entered into Mailing List Database (Electronic) File (Item 47074) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Fiscal Management Section**

Item 9378. QUARTERLY FEED TONNAGE REPORTS FILE. Records in paper and electronic formats concerning working copies of quarterly feed inspection fee tonnage reports. (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 3 years.

Item 9379. VERIFIED FEED TONNAGE REPORTS FILE. Audited and verified feed tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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 CARD FILE. Index listings of feed reporting companies.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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: Destroy in office when superseded or obsolete.

Item 9383. SEED INSPECTION REPORTING FILE. Records concerning companies which submit seed inspection reports. File includes applications, permits, and correspondence.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Fiscal Management Section**

Item 9384. QUARTERLY SEED INSPECTION FEE REPORT FILE. Quarterly seed inspection fee reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

Item 9385. VERIFIED SEED INSPECTION REPORT FILE. Audited and verified seed inspection reports.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

Item 9386. SEED INSPECTION REPORTING CARD FILE. Index listings of seed inspection reporting companies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

Item 9387. SEED INSPECTION SURETY BOND FILE. Surety bonds for licensed seed inspectors.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

Item 9388. SEED INSPECTOR REPORTING COMPANIES COMPUTER FILE. Printout listings of name of licensed seed inspectors.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Fiscal Management Section**

Item 9390. QUARTERLY LIME AND LAND PLASTER TONNAGE REPORT FILE. 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. Audited verified lime and land plaster inspection fee tonnage reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 9392. LIME AND LAND PLASTER INSPECTION CARD FILE. Index listings of lime and land plaster inspection companies.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

Item 9393. LIME AND LAND PLASTER SURETY BOND FILE. Surety bonds for licensed lime and land plaster inspectors.

DISPOSITION INSTRUCTIONS: Function and records transferred to Plant Industry Division.

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: Update routinely in office. Destroy in office when administrative value ends.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Fiscal Management Section**

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: Update in office routinely. Destroy in office when administrative value ends.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Payroll Section**

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: Destroy in office after 7 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 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: Keep microfiche records in office permanently. Destroy in office paper records after 5 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 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: Destroy in office 30 years after employee terminates service.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Payroll Section**

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: Destroy in office paper and electronic records after 5 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 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: Destroy in office after 2 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 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: Destroy in office 30 years after employee terminates service.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Payroll Section**

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: Destroy in office paper and electronic records after 7 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 9365. TAX WITHHOLDING FILE. Withholding statements for temporary personnel.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 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: Destroy in office paper and electronic records after 5 years if no litigation, claim, audit, or other official action has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Payroll Section**

Item 9369. RESEARCH STATION PAYROLLS FILE. Payroll records for research stations.

DISPOSITION INSTRUCTIONS: Records transferred to Payroll Register Printouts File (Item 9356).

Item 9370. EARNINGS CARD FILE. Earnings cards for temporary employees.

DISPOSITION INSTRUCTIONS: Records transferred to Increment Card File (Item 9360).

Item 9371. CONTROL AND CODE SHEETS FILE. Accounting code sheets for temporary employees.

DISPOSITION INSTRUCTIONS: Records transferred to Temporary Employees Payroll Salary File (Item 9357).

Item 9372. NC-4 AND W-4 FORMS FILE. Completed Form NC-4 and Form W-4 tax withholding statements.

DISPOSITION INSTRUCTIONS: Records transferred to Payroll Deduction Authorization File (Item 9364).

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: Destroy in office 30 years after employee terminates employment.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Payroll Section**

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: Update in office routinely. Destroy in office after 7 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.

**Department of Agriculture and Consumer Services
Office of Budget and Finance
Administrative Services
Budget Office
Purchasing Office**

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: Destroy in office paper and electronic records after 5 years.

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: Destroy in office paper and electronic records after 5 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 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: Destroy in office paper and electronic records after 5 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.

