

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Records Retention and Disposition Schedule

The 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 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 this schedule are not authorized to be destroyed.** The

BUDGET 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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Robert H. Booth

Robert H. Booth, Chief Records Officer
Department of Cultural Resources

Hayward H. McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

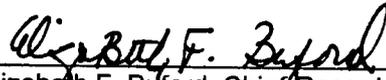
Patric Dorsey, Secretary
Department of Cultural Resources

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

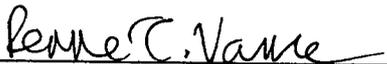
Department of Cultural Resources
Administrative Services
Budget Section

Amend the records retention and disposition schedule approved September 2, 1988 by adding Item 38583 as shown on substitute page dated March 29, 1996.

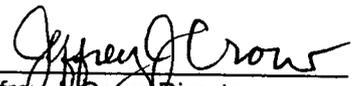
APPROVAL RECOMMENDED



Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources



Renne C. Vance, Business Officer
Administrative Services



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Betty Ray McCain, Secretary
Department of Cultural Resources

March 29, 1996

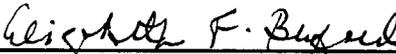
HFH

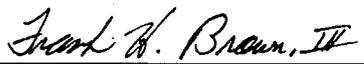
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

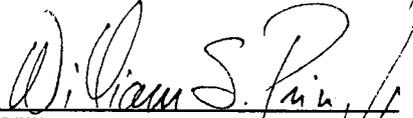
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988 by changing the title and description of Item 770, changing the disposition instructions of Item 2592, and changing the disposition instructions of Item 14203 as shown on substitute pages dated April 15, 1994.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 15, 1994

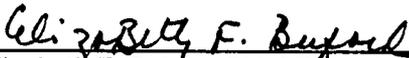
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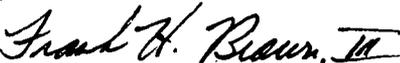
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

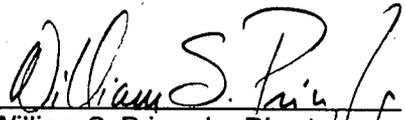
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988 by adding Item 35832 as shown on substitute page dated August 6, 1993.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

August 6, 1993

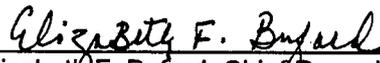
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RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

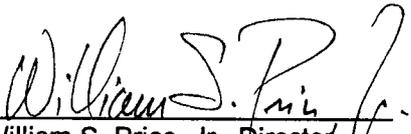
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988 by changing the disposition instructions of Items 3640 and 14214, and by adding Item 30539 as shown on substitute pages dated April 30, 1993.

APPROVAL RECOMMENDED


Elizabeth F. Buford, Chief Records Officer
Department of Cultural Resources


Frank H. Brown, III, Comptroller
Administrative Services


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

APPROVED


Betty Ray McCain, Secretary
Department of Cultural Resources

April 30, 1993

HFH

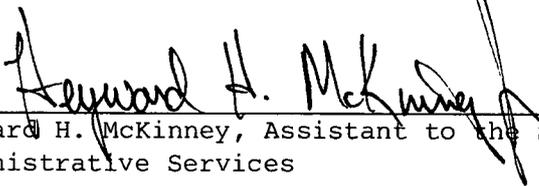
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved September 2, 1988,
by changing the disposition instructions for Item 772 as shown dated October 13,
1989.

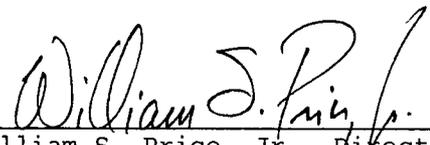
APPROVAL RECOMMENDED



Robert H. Booth, Chief Records Officer
Department of Cultural Resources

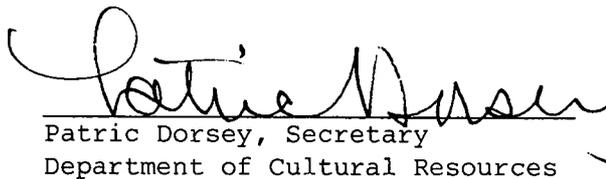


Heyward H. McKinney, Assistant to the Secretary
Administrative Services



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

APPROVED



Patric Dorsey, Secretary
Department of Cultural Resources

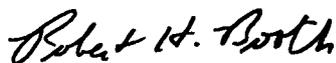
October 13, 1989

WCW

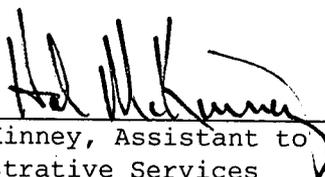
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT
DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Amend the records retention and disposition schedule approved May 31, 1988 by adding Item 25792 as shown dated March 27, 1989.

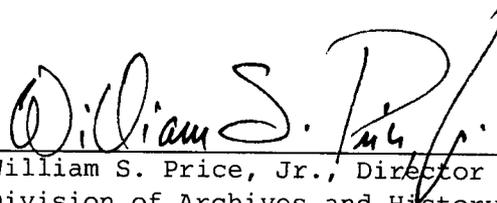
APPROVAL RECOMMENDED



Robert H. Booth, Chief Records Officer
Department of Cultural Resources

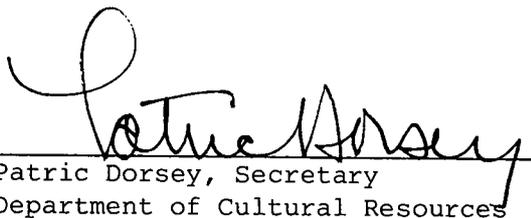


Hal McKinney, Assistant to the Secretary
Administrative Services



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

APPROVED



Patric Dorsey, Secretary
Department of Cultural Resources

March 27, 1989

HFH

DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION

Records Retention and Disposition Schedule

The 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 SECTION

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BUDGET 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 for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED

Robert H. Booth

Robert H. Booth, Chief Records Officer
Department of Cultural Resources

Harward H. McKinney

Hal McKinney, Assistant to the Secretary
Administrative Services

William S. Price, Jr.

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

APPROVED

Patric Dorsey

Patric Dorsey, 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.**

**DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION**

ITEM 770. VOUCHERS FILE.

Invoices, receipts, purchase orders, purchase requisitions, reference copies of checks, travel reimbursement forms, accounting code sheets, and other related records concerning all departmental purchases. Amended 4-15-94

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2593. MONTHLY BUDGET REPORT FILE.

Budget reports used to compile each Monthly Budget Report (ATBD701 Monthly Report, Agency Management Monthly Report), the Monthly Report on Appropriations and Allotments, the Voucher Register, the Voucher Register A/c Classification, the Receipts Register, the Receipts Register A/c Classification; cash receipts, disbursements, and balances; and outstanding

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2594. MONTHLY BUDGET REPORT (BD701-RCC) FILE.

Budget reports used to compile each monthly budget report, broken out to reflect funds by Responsibility Cost Center (RCC).

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 2595. ACCOUNTING CODE SHEETS WITH DOCUMENTATION FILE.

Accounting code sheets for certified budget, budget transfers, allotments and reversions, beginning balances, and cash requisitions to disbursing accounts.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed.

ITEM 2596. VALIDATION AND TITLE INPUT LISTING FILE.

Computer printouts used to validate descriptive titles or new line items in the budget.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 2977. RECEIPTS FILE.

Records concerning receipts of funds by agency.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 1 years from date

ITEM 3639. DETAIL REGISTER FILE.

Computer printouts detailing Journals 10 (Budget Transactions), 30 (Encumbrances), 40 (Expenditures), and 50 (Receipts). (Information on Journals 30, 40, and 50 is summarized in Monthly Budget Report.)

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14204. CHART OF ACCOUNTS FILE.

Charts listing the data elements with valid titles for each fund within the agency. (This document is required by the Office of State Auditor and is produced on an end-of-year basis.)

DISPOSITION INSTRUCTIONS: Destroy in office when report is updated and the June 30th report is released from all audits.

**DEPARTMENT OF CULTURAL RESOURCES
ADMINISTRATIVE SERVICES
BUDGET SECTION**

ITEM 14205. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) VALIDATION UPDATE REPORT FILE.

Reports concerning input into the Departmental Accounting System's (DAS) validation and title files.

DISPOSITION INSTRUCTIONS: Destroy in office when updated validation reports are distributed.

ITEM 14206. DETAIL JOURNAL FILE.

Computer printouts documenting weekly expenditures. Information is compiled in Monthly Budget Report and received weekly.

DISPOSITION INSTRUCTIONS: Destroy in office when monthly budget report is received.

ITEM 14207. EXPENDITURE LEDGER FILE.

Computer printouts documenting monthly departmental expenses since the beginning of fiscal year.

DISPOSITION INSTRUCTIONS: Transfer June 30th report to the State Records Center after 2 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 1 additional year and then destroyed. Destroy in office remaining records when updated.

ITEM 14210. INDIRECT COST PROPOSALS FILE.

Indirect cost proposals submitted to the federal government.

DISPOSITION INSTRUCTIONS: Follow federal retention and disposition instructions.

ITEM 14216. TRIAL BALANCE REPORT FILE.

Computer printouts documenting weekly balances of departmental funds.

DISPOSITION INSTRUCTIONS: Destroy in office monthly final reports after 3 years. Destroy in office remaining records after 1 month.

ITEM 23856. BILLING FOR PRINTING AND SUPPLIES FILE.

In-house records documenting billing for printing and supplies.

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

ITEM 30539. UNEMPLOYMENT WAGE REPORT SUMMARIES FILE.

Reports received from the N.C. Employment Security Commission concerning monetary claims regarding former departmental employees. File includes names and charges paid by counties. Amended 4-30-93

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