DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
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. 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

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 This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Judy Smith
Judy Smith, Chief Records Officer
Department of Justice

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

APPROVED

Lacy Thornburg, Attorney General
Department of Justice

Patric Dorsey
Patric Dorsey, Secretary
Department of Cultural Resources

February 16, 1990

MCC

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
BUDGET SECTION

Amend the records retention and disposition schedule approved February 16, 1990 by adding Items 36783 and 36784 as shown on substitute page dated April 18, 1994.

APPROVAL RECOMMENDED

Judy Smith, Chief Records Officer
Department of Justice

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

APPROVED

Michael Easley, Attorney General
Department of Justice

Betty Ray McCain, Secretary
Department of Cultural Resources

April 18, 1994

MCC

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
BUDGET SECTION

Records Retention and Disposition Schedule

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BUDGET SECTION

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BUDGET SECTION

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APPROVAL RECOMMENDED

Judy Smith
Judy Smith, Chief Records Officer
Department of Justice

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

APPROVED

Lacy Thornburg, Attorney General
Department of Justice

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.

February 16, 1990

MCC

DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
BUDGET SECTION

ITEM 2359. SPECIAL INVESTIGATIONS SPECIAL FUNDS ACCOUNT FILE.
Records funds used by state law enforcement officers to purchase narcotics and to pay informants. File includes receipts, vouchers, and special fund monthly reports.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits and when administrative value ends.

ITEM 14187. DETAIL LISTING OF VALIDATION FILE.
Printouts of data validating descriptive titles of line items in the budget.

DISPOSITION INSTRUCTIONS: Destroy in office cumulative June report after 5 years and when released from all audits, whichever occurs later. Destroy in office monthly reports at end of current fiscal year. Destroy in office weekly reports when superseded.

ITEM 14188. CHART OF ACCOUNTS FILE.
Printouts of data which validate the status of accounts for the General, Special, and Capital Improvements Funds.

DISPOSITION INSTRUCTIONS: Destroy in office cumulative June report after 5 years and when released from all audits, whichever occurs later. Destroy in office remaining reports after 1 fiscal year.

ITEM 14190. DETAIL REGISTER AND JOURNAL FILE.
Printouts of data used in place of check register for agencies operating on the Departmental Accounting System. Information includes numerical listings of all checks issued, date of issuance and amount of each check, and name of each payee. File also includes numerical listings of deposits and general journal vouchers.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when released from all audits, whichever occurs later.

ITEM 14198. FEDERAL GRANT PROJECT BOOKS FILE.
Data contained in notebooks recording and verifying all budgetary transactions for each federal project. File includes subgrant applications and approved grants. File also includes revisions and adjustments to each grant, correspondence, time and weekly attendance reports, contracts and related reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project is closed out and when records are released from all audits, whichever occurs later.