

DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
ASSISTANT CONTROLLER FOR FISCAL CONTROL
DIVISION OF AUDITING AND ACCOUNTING

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

DIVISION OF AUDITING AND ACCOUNTING

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

DIVISION OF AUDITING AND ACCOUNTING

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

Deborah W. Partin

Deborah W. Partin, Chief Records Officer
Department of Public Education

Lou B. Thompson

Lou B. Thompson, Director
Division of Auditing and Accounting

William S. Price, Jr.

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

APPROVED

James O. Barber

James O. Barber
Controller

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

August 15, 1988

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.

WCW

**DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
ASSISTANT CONTROLLER'S AREA - FISCAL CONTROL
DIVISION OF AUDITING AND ACCOUNTING
SALARY ADMINISTRATION SECTION**

ITEM 3656. UNIT OPERATING BUDGET (408A) AND CHANGES (408B) FILE.

Computer printouts of unit operating budget listings of certified personnel in each educational unit by rating and salary grade (Forms 408 A). File includes listing of changes in unit certified personnel that occurred during the year (Forms 408 B) and supporting documentation for both reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 8 additional years and then destroyed.