

DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
DEPUTY CONTROLLER'S OFFICE

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 all the public records of the

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are listed herein and that they 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

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agrees to destroy, transfer or dispose of records only 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

Thomas C. Runkle

Thomas C. Runkle, Deputy Controller
Controller's Office

William S. Price, Jr.

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

APPROVED

James O. Barber

James O. Barber, Controller
Controller's Office
Department of Public Education

Patric Dorsey

Patric Dorsey, Secretary
Department of Cultural Resources

September 29, 1986

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

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ITEM 21733. BIENNIUM BUDGET PREPARATION FILE.

Official copies of documents which support budget requests and document actual expenditures for systems projects.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 21734. CHRONOLOGICAL FILE.

Official copies of historical reference papers generated by the Deputy Controller which document the management and operations of the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21736. CENTRAL PAYROLL PROJECT FILE.

Official copies of documents concerning efforts of the Controller's Office to establish a statewide central payroll system for local education agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21737. STUDENT INFORMATION MANAGEMENT SYSTEM (SIMS)-PRELIMINARY SYSTEMS DESIGN FILE.

Official copies of Student Information Management System design project workpapers.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21738. INFORMATION PLANNING PROJECT FILE.

Official copies of Information Planning Project workpapers.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21739. TRANSPORTATION MANAGEMENT FILE.

Official copies of documents detailing the chronological events in pupil transportation.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21740. TRANSPORTATION INFORMATION MANAGEMENT SYSTEMS (TIMS) DESIGN FILE.

Official copies of workpapers for the TIMS design project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21741. OFFICE AUTOMATION FILE.

Official copies of all correspondence concerning the Department of Public Education's office automation implementation effort.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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ITEM 21742. STUDENT INFORMATION MANAGEMENT SYSTEM INSTALLATION FILE.

Official copies of workpapers concerning the Student Information Management System installation project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 21743. PERSONNEL, BUDGET, AND FINANCIAL MANAGEMENT DESIGNS FILE.

Official copies of workpapers concerning the design of the Department of Public Education personnel, budget, and financial management systems.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF PUBLIC EDUCATION
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DIVISION OF FISCAL SERVICES**

ITEM 992. LOCAL SCHOOL ADMINISTRATIVE UNITS PAYROLL MAGNETIC TAPES FILE.

Magnetic tapes concerning the centralized payroll service system for local school administrative units. Data on tapes concerns cost analysis, invoices, receipts, trial balances, deduction cost analysis, wage and tax statements, payrolls, hospitalization, budget cost analysis, and other financial transactions. (NOTE: Source documents returned to originating office after being recorded on tape should be disposed of in originating office only in accordance with that office's records disposition schedule.)

DISPOSITION INSTRUCTIONS: Return source documents to originating office after information is entered into display terminal (CRT). Transfer one security copy of electronic data processing records (magnetic tape/disk, etc.) to the State Records Center for backup storage. Agency representative will update periodically. Erase in agency returned electronic data processing records when updated. Destroy in office systems documentation when administrative value

ITEM 21632. LEGISLATIVE RECORDS FILE.

Records concerning legislative issues. File includes brochures, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 21635. CORRESPONDENCE FILE.

Correspondence from the deputy controller concerning the payroll system.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 21639. DETAIL JOURNAL FILE.

Registers listing all detail transactions within local education agencies.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 21641. LOCAL SCHOOL ADMINISTRATIVE UNITS PAYROLL SPECIAL PURPOSE DETAIL JOURNALS FILE.

Records concerning payroll summary by purpose.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 21642. BUDGET TRACKING FILE.

Records concerning all budget transactions by budget code.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) and when released from all audits, whichever occurs later.

ITEM 21643. COMPOSITE MEMBERSHIPS FILE.

Records listing all banks that allow automatic deposit.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 21644. LOCAL SCHOOL ADMINISTRATIVE UNITS CORRESPONDENCE FILE.

Correspondence concerning local education agencies in the public school systems.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.