DEPARTMENT OF PUBLIC EDUCATION
CONTROLLER'S OFFICE
DEPUTY CONTROLLER'S OFFICE
DIVISION OF FISCAL SERVICES

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 FISCAL SERVICES

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 FISCAL SERVICES

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

Lise M. Miller, Director
Division of Fiscal Services

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

Thomas C. Runkle, Deputy Controller
Department of Public Education

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

APPROVED

James O. Barber, Controller
Department of Public Education

Patric Dorsey, Secretary
Department of Cultural Resources

March 15, 1989

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
DEPUTY CONTROLLER'S OFFICE
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.