

DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
SUPPORT SERVICES SECTION
BUDGET UNIT

Program Records Retention and Disposition Schedule

The Program 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

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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.

The Department of State Treasurer and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of State Treasurer agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The

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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.

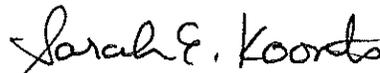
APPROVAL RECOMMENDED



Sandra Johnson, Chief Records Officer
Department of State Treasurer



Meilissa Waller, Chief of Staff
Department of State Treasurer

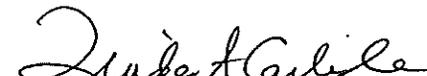


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Janet Cowell, State Treasurer
Department of State Treasurer



Linda A. Carlisle, Secretary
Division of Historical Resources

**DEPARTMENT OF STATE TREASURER
ADMINISTRATIVE SERVICES DIVISION
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ITEM 3195. BOND SALE FILE.

Records concerning state bond sales. File includes bonds, bond anticipation notes, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Debt Services Section, Bond Issues File (Item 48500).

ITEM 16263. MONTHLY LOCAL GOVERNMENTAL UNITS BOND SALE ACCOUNTS JOURNAL FILE.

Records concerning the accountability of expenses and receipts incurred during the sale and delivery of local governmental unit bonds. File includes invoices and other data utilized in departmental billing for expenses. File also includes clearing account ledger entries for transferring funds for local governmental units after bond settlements (account 8-000-483).

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Departmental Accounting Section, Departmental NCAS Database File (Item 49337).

ITEM 16252. VALIDATION AND TITLE FILE.

Computer printouts providing data concerning validations for accounts, objects, funds, and titles. (Information is utilized in preparation of Monthly Budget Report File.)

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Debt Services Section, Budgetary Control File (Item 48501).