

DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
BANKING OPERATIONS SECTION  
DISBURSING ACCOUNT SERVICES 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

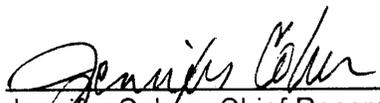
**DISBURSING ACCOUNT SERVICES UNIT**

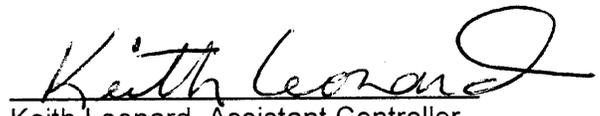
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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 electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

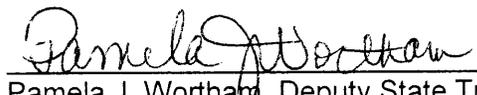
**Disbursing Account Services Unit**

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 This schedule is to remain in effect until superseded.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**

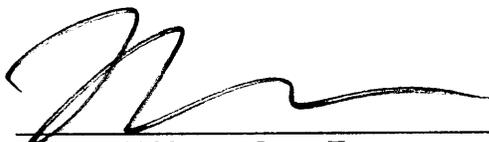
  
\_\_\_\_\_  
Jennifer Cohen, Chief Records Officer  
Department of State Treasurer

  
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Keith Leonard, Assistant Controller  
Banking Operations Section

  
\_\_\_\_\_  
Pamela J. Wortham, Deputy State Treasurer  
Financial Operations Division

  
\_\_\_\_\_  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
\_\_\_\_\_  
Richard H Moore, State Treasurer  
Department of State Treasurer

  
\_\_\_\_\_  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

February 9, 2007

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**ITEM 3202. CLEARED WARRANTS AND DEPOSITED ITEMS FILE.** Microfilm records for all items processed on the reader-sorter equipment, which includes all cleared state warrants issued by state agencies paid daily by the State Treasurer and receipted items deposited directly with the State Treasurer's office and subsequently with State Treasurer depositories. (Pertain to warrants presented for payment between June 1, 1985 to November 1, 1999.) (Records are no longer being created.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 11 years from date received.

**ITEM 4037. WARRANT SAFEKEEPING CLEARED WARRANTS FILE.** Original warrants for various state offices participating in the Warrant Safekeeping Program, which results in microfilmed warrants being transferred directly to the State Records Center rather than being returned to originating office. (Pertain to warrants presented for payment between June 1, 1985 to November 1, 1999.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently stored in the State Records Center 3 years from date received.

**ITEM 4050. DISBURSING ACCOUNT STATEMENTS AND PAID WARRANT LISTING FILE.** Records in paper and electronic formats of monthly disbursing account statements showing daily expenditures, deposits, and balances of disbursing accounts. File also includes paid warrant listings showing detailed expenditures in check number order. Microfiche copies pertain to statements and paid warrant listing between December 1975 to June 1987.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 11 years. Destroy microfiche copies immediately in the State Records Center.

**ITEM 16207. DISBURSING ACCOUNT TRANSACTION STATEMENTS FILE.** Source documents in electronic formats for Federal Reserve Bank transactions, internally scanned warrants and deposit transactions.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16208. TRUNCATION CASH LETTER FILE.** Records in electronic formats for batch listings of warrants received from the Charlotte Branch of the Federal Reserve Bank. File includes summary, amount of each warrant, and each bank reference number. File also includes summary of cash letters supporting the electronic transmission of the daily Magnetic Ink Recognition Character (MICR) file received through FedLine.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

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**ITEM 16209. DISBURSING ACCOUNT SERVICES UNIT SUBJECT FILE.**

Correspondence relating to the operation of the Disbursing Accounts, but not to specific transactions. File includes letters authorizing the establishment of disbursing accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**ITEM 16210. FORGED WARRANT FILE.** Correspondence in paper and electronic formats relating to the collection of each forged state warrant.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office 2 years after resolution of issue.

**ITEM 16215. PRESENTED WARRANT SETTLEMENT REPORT FILE.** Reports generated daily in electronic formats to account for warrants presented for payment by the Federal Reserve Bank, and through Internal Clearing.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 16217. NOTICES OF STOP PAYMENT (FORM INV-49) FILE.** Records in paper and electronic formats used to direct the Department of State Treasurer to stop payment on specific warrants.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 5 years.

**ITEM 16220. SIGNATURE CARDS FILE.** Signature cards indicating the authorized signatures which may be honored on warrants written against disbursing accounts, Short-Term Investment Fund accounts, and Liquid Asset Fund accounts.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**ITEM 36189. END-OF-DAY DISBURSING ACCOUNT PRINTOUTS FILE.** Records in paper and electronic formats (12E Report) listing daily summary totals of receipts and disbursements and ending balances for all disbursing accounts.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office after 4 months.

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**ITEM 36190. MASTER AGENCY REPORT FILE.** Monthly records in paper and electronic formats (Report TR002) listing activity volume for all disbursing accounts month-to-date and year-to-date.

DISPOSITION INSTRUCTIONS: Destroy in office electronic records for end-of-year (June 30th) reports after 15 years. Destroy paper records when reference value ends. Destroy in office remaining electronic records after 2 years and when released from all audits.

**ITEM 36191. OVERDRAWN DISBURSING ACCOUNT INVOICES FILE.** Reference copies of invoices and supporting printouts indicating state agencies' disbursing accounts which may be overdrawn from time to time.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**ITEM 45668. TRUNCATED PAID WARRANTS FILE.** State warrants (checks) in paper and electronic formats presented for payment to the State Treasurer through the Federal Reserve Bank (FRB). (File includes warrants presented for payment on and after November 1, 1999.)

DISPOSITION INSTRUCTIONS: Paper copies of checks will be scanned by Federal Reserve Bank and an electronic copy of scanned images transferred to the office. Paper records will be destroyed by Federal Reserve Bank 60 days after all quality control procedures have been completed. Destroy in office electronic records 11 years from date of records.