

DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
SPECIALIZED BANKING 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

**SPECIALIZED BANKING 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.

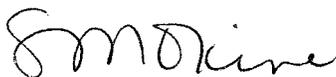
The Department of State Treasurer and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further 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**

**SPECIALIZED BANKING 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.

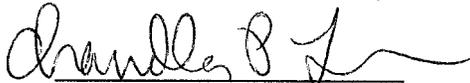
**APPROVAL RECOMMENDED**



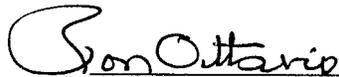
Shannon Okine, Manager  
Specialized Banking Services Unit



Sandra Johnson, Chief Records Officer  
Department of State Treasurer



Chandler Francis, Head  
Banking Operations Section

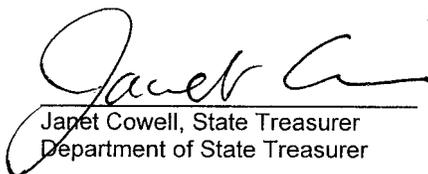


Ron Ottavio, Chief of Staff  
Department of State Treasurer

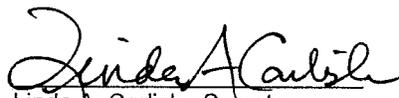


David Brook, Director  
Division of Historical Resources

**APPROVED**



Janet Cowell, State Treasurer  
Department of State Treasurer



Linda A. Carlisle, Secretary  
Department of Cultural Resources

**DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
BANKING OPERATIONS SECTION  
SPECIALIZED BANKING SERVICES UNIT**

**ITEM 16194. CUSTODY BANK ACCOUNT JOURNAL FILE.**

Records in paper and electronic formats concerning daily reports received from the custody bank listing each investment portfolio's maturing interest, dividend, and principal payments posted each day, as well as each purchase/sale that actually settled. Notations on the reports indicate the actual amounts collected and the date of each collection.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16195. INVESTMENT/COLLECTIONS BULKING REPORT FILE.**

Records in paper and electronic formats concerning daily cash transactions schedules to be funded/collected for each portfolio. File includes information regarding securities purchased from various brokers and amounts of funds to be paid, securities sold to various brokers, and amounts of funds to be received as payment. (Includes net funds transfer confirmation.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 16197. INTRA-RALEIGH TRANSFER INSTRUCTIONS FORMS FILE.**

Records in paper and electronic formats concerning daily instructions to the Specialized Banking Services Unit received from the Investment Management Section. File includes a listing of the amounts of funds transferred between Raleigh clearing banks to adjust balances.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 16198. WIRE TRANSFER INSTRUCTION FORMS FILE.** Records concerning instructions to the state custodian bank, Raleigh. File includes a listing of wire transfers made regarding investment transactions.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 16201. ESCROW COLLATERAL CORRESPONDENCE FILE.**

Records in paper and electronic formats, including e-mail, consisting of correspondence, pledges, releases, and advices between the Department of State Treasurer and North Carolina banks and savings institutions and their escrow banks regarding securities pledged to the State Treasurer to secure the deposit of state funds in the various banks and savings institutions.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records 1 year after securities have been released from pledge position.

**DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
BANKING OPERATIONS SECTION  
SPECIALIZED BANKING SERVICES UNIT**

**ITEM 16202. SECURITIES HELD IN SAFEKEEPING FILE (REFERENCE) FILE.**

Records in paper and electronic formats, including e-mail, of reference copies of correspondence and copies of ledger cards representing securities held in safekeeping for various state agencies. Agencies include the Departments of Insurance, Revenue, Agriculture, and Public Instruction; the Division of Motor Vehicles; and the Industrial Commission. Each card describes security deposited, amount of security, date security received, and date security returned. File includes correspondence which indicates agency from which security received and agency to which security released.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.

**ITEM 16203. QUARTERLY AND ANNUAL REPORTS ON COLLATERALIZATION FILE.**

Reports filed by financial institutions indicating the adequacy of collateral pledged to secure public deposits. File includes Forms INV-96, INV-97, and INV-98.

DISPOSITION INSTRUCTIONS: Functions and records transferred to External Manager File (Item 49097).

**ITEM 16204. PUBLIC DEPOSIT STATUS REPORTS FILE.**

Records in paper and electronic formats of reports filed by local units of governments indicating the accounts that are maintained with financial institutions.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

**ITEM 16205. ESCROW AGREEMENTS FILE.**

Triplicate original of escrow agreements executed between the State Treasurer, financial institutions, and escrow agents (Form INV-93). File includes copies of signature cards for the Federal Reserve Bank.

DISPOSITION INSTRUCTIONS: Functions and records transferred to External Manager File (Item 49097).

**ITEM 31256. AUTOMATED CLEARING HOUSE (ACH) TRANSACTION REPORTS FILE.**

Records in paper and electronic formats of documents associated with ACH collection of funds.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) if no litigation claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**ITEM 31257. BANK BALANCE ANALYSIS FILE.**

Records in paper and electronic formats of analysis reports received monthly from each clearing bank reflecting the amount of activity related to the accounts. File includes report consolidating all activity in order to calculate target balances for each bank.

DISPOSITION INSTRUCTIONS: Function and records transferred to Financial Operations Division, Banking Operations Section, Cash Concentration Analysis File (Item 36185).

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BANKING OPERATIONS SECTION  
SPECIALIZED BANKING SERVICES UNIT**

**ITEM 31258. CUSTODIAN BANK BULKING REPORT FILE.**

Records in paper and electronic formats concerning the consolidation of net payments/collections for all custody bank accounts and reflecting the net wire transfer to be made to or from the Raleigh depository bank.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 year(s) after release from all audits.

**ITEM 31259. SPECIAL FUNDS RECORDS FILE.**

Records in paper and electronic formats of concerning accounting for receipts and disbursements for certain special funds maintained by the Department of State Treasurer.

DISPOSITION INSTRUCTIONS: Transfer electronic records after 15 year(s) after release from all audits to the State Records Center for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of electronic records. Transfer paper records to the State Records Center after 15 year(s) after release from all audits. Records will be held for agency in the State Records Center 15 additional years and then transferred to the custody of the Archives.

**ITEM 36187. SPECIALIZED BANKING SERVICES UNIT SUBJECT (REFERENCE) FILE.**

Records in paper and electronic formats of correspondence, including e-mail, concerning the designation of depository banks and related maintenance of the accounts.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.

**ITEM 36192. BANKING OPERATIONS SECTION SUBJECT (REFERENCE) FILE.**

Records in paper and electronic formats of correspondence, including e-mail, reports, and other materials concerning the operations of the three units within the Banking Operations Section.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining records when reference value ends.

**ITEM 49097. EXTERNAL MANAGER FILE.**

Records in paper and electronic formats concerning contracts, amendments, general correspondence, including e-mail, and financial reports.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining records in office 5 years after partnership terminates if no litigation, claim, audit, or official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

**DEPARTMENT OF STATE TREASURER  
FINANCIAL OPERATIONS DIVISION  
BANKING OPERATIONS SECTION  
SPECIALIZED BANKING SERVICES UNIT**

**ITEM 49098. DAILY CASHFLOW FILE.**

Records in paper and electronic formats of reports and other cash flow documents concerning bank balances, draw-downs, wire confirmations, collections, and certifications and Department of Revenue Electronic Fund Transfers (EFT). (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

**ITEM 49099. DAILY TRANSACTIONS FILE.**

Records in paper and electronic formats of reports and transaction documents concerning bond proceeds, wire transfers, recaptures and certifications, and other Electronic Fund Transfers (EFT). (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years if no litigation, claim, audit, or official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

**ITEM 49100. DAILY BANK FILES FILE.**

Records in paper and electronic formats of reports specifically from cash concentration banks with daily activity. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit, or official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

**ITEM 49101. CERTIFICATES OF DEPOSITS FILE.**

Records in paper and electronic formats concerning Certificates of Deposit generally issued by commercial banks and insured by the Federal Deposit Insurance Corporation (FDIC).

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after maturity.