DEPARTMENT OF STATE TREASURER
FINANCIAL OPERATIONS DIVISION
DEPARTMENTAL ACCOUNTING SECTION

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

Amy Bowman, Manager
Departmental Accounting Section

Sandra Johnson, Chief Records Officer
Department of State Treasurer

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

January 3, 2011

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DEPARTMENT OF STATE TREASURER
FINANCIAL OPERATIONS DIVISION
DEPARTMENTAL ACCOUNTING SECTION

ITEM 16176. CERTIFIED BUDGET (REFERENCE) FILE.
Records in paper and electronic formats of reference copies of Certified Budget Forms (Form BD-306 Office of State Budget and Management data report form), which list legislatively-approved state appropriations by state agency.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 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 16322. COURT DEPOSITS FILE. Deposit tickets received concerning monthly remittances to the Local Government Retirement System.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 49146. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FILE.
Records in paper and electronic formats concerning annual Comprehensive Annual Financial Report (CAFR).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 49147. BUDGETARY CONTROL FILE. Records in paper and electronic formats concerning office budgetary control. (Comply with applicable provisions of G.S. 132-1.10 regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 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 49148. ESCHEAT MONTHLY ACTIVITY REPORTS FILE. Records in paper and electronic formats concerning the Escheat monthly activity.

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 49149. ESCHEAT FUND FACTS (REFERENCE) FILE. Records in paper and electronic formats concerning Escheat Fund facts.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 49150. RETIREMENT STATISTICAL SUMMARY (REFERENCE) FILE. Reports in paper and electronic formats of summary retirement statistics.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 49337. DEPARTMENTAL NORTH CAROLINA ACCOUNTING SYSTEM (NCAS) (ELECTRONIC) DATABASE FILE. Electronic records concerning daily revenue and agency account activity. Data is entered into this database as a part of the departmental compilation to the Office of State Controller's North Carolina Accounting System. (Comply with applicable provisions of G.S. 132-1.2(2) regarding confidentiality of account numbers.)

DISPOSITION INSTRUCTIONS: Destroy in office data 1 year after date of entry 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.