DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION
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

Roscoe Perry, Manager
Accounting Section

Sandra Johnson, Chief Records Officer
Department of State Treasurer

Michael Williamson, Deputy Treasurer
Retirement Systems Division

David Brook, Director
Division of Historical Resources

APPROVED

Janet Cowell, State Treasurer
Department of State Treasurer

Linda A. Carlisle, Secretary
Department of Cultural Resources

May 28, 2010

WHB

DEPARTMENT OF STATE TREASURER
RETIREMENT SYSTEMS DIVISION
ACCOUNTING SECTION

ITEM 3209. PAID RETIREMENT CHECKS AND VOUCHERS FILE.

Checks returned to the retirement system from the State Treasurer's office. Arranged in paid sequence number order within paid-date order. (All retirement benefits are paid through one disbursing account.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 3211. TEACHERS' AND STATE EMPLOYEES' RETIREMENT SYSTEM PAYROLL FILE.

Monthly contribution records in electronic format from each unit participating in the Teachers' and State Employees' Retirement System. File includes names and social security numbers of members, unit codes, dates and amounts of gross pay, and other data in paper and electronic formats. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality regarding social security numbers).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency. Destroy all microfilm after 50 years. Update electronic records in office routinely. Retain electronic records permanently. [Note: January 2007 through September 2007 files will be microfilmed, and afterwards beginning with October 2007, records will be recorded in electronic format in the ORBIT System.]

ITEM 3212. LOCAL GOVERNMENTAL RETIREMENT SYSTEM PAYROLL FILE.

Monthly contribution records in electronic format from each unit participating in the Local Governmental Retirement System. File includes names and social security numbers of members, unit codes, dates and amounts of gross pay, and other data in electronic and paper format. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality regarding social security numbers).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year to be microfilmed for storage in the security vault. Paper records will be destroyed in the State Records Center after microfilming. A copy of the microfilm will be sent to the agency. Destroy all microfilm after 50 years. Update electronic records in office routinely. Retain electronic records permanently. [Note: January 2007 through September 2007 files will be microfilmed, and afterwards beginning with October 2007, records will be recorded in electronic format in the ORBIT System.]

ITEM 16309. GENERAL LEDGERS FILE.

Ledgers concerning benefits paid from trust funds.

DISPOSITION INSTRUCTIONS: Destroy in office ledgers after 5 years and when released from all audits whichever occurs later.

ITEM 16310. SUBSIDIARY LEDGERS FILE.

Ledgers listing departmental receipts, disbursements, and other accounting data. (Separated by account code; summaries are posted daily to General Ledgers File.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 16312. CERTIFICATES OF DEPOSIT AND VOUCHERS FILE.

Certificates of deposit and accompanying vouchers issued for each program operated by the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Departmental Accounting Section.

ITEM 16316. CHECK REGISTERS FILE.

Electronic records concerning checks written in the Retirement Division in the ORBIT System. File includes each check recipient's name, retirement code and number, check number, amount of check, and other data. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality regarding social security numbers.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 16317. RECONCILIATIONS FILE.

Electronic records concerning outstanding checks issued by the State Treasurer and unpaid after a month in the ORBIT System. File includes retirement register numbers, names of recipients, check identification numbers, and other accounting data. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of social security numbers.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 16322. COURT DEPOSITS FILE.

Deposit tickets received concerning monthly remittances to the Local Government Retirement System.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Financial Operations Division, Departmental Accounting Section. Destroy all records after 10 years.

ITEM 16323. LEGISLATIVE AND CONSOLIDATED JUDICIAL SYSTEM PAYROLL FILE.

Payroll records from legislative and judicial retirement systems. Payroll information includes each member's name, code, pay, retirement deductions, and date and amount of voucher. Separated by category of system.

DISPOSITION INSTRUCTIONS: Function and records transferred to Check/Payment Registers File (Item 16316).

ITEM 16328. ZERO PROOF ERROR LISTING FILE.

Computer printouts providing data concerning accounts out of balance at end of year due to retirements or withdrawal of retirement contributions.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 16329. SECTION CORRESPONDENCE FILE.

Correspondence with institutions, departments, school units, local units, and law enforcement organizations concerning members' accounts and related problems. File includes errors on unit payrolls and reconciliations of errors.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 31742. PAID REFUND CHECKS AND VOUCHERS FILE.

Paid refund checks issued by and returned to the Retirement Systems Division.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 31743. REFUND CHECK REGISTERS FILE.

Records in electronic and microfilm formats concerning all refund checks issued by the Retirement Systems Division.

DISPOSITION INSTRUCTIONS: Destroy all microfilm after 10 years. Update electronic records in office routinely. Retain electronic records permanently.

ITEM 33566. TRANSFER REPORTS FILE.

Records in paper and electronic formats concerning funds transferred from fire department to rescue squad Pension Fund accounts, or vice versa. File includes listings of fire departments, rescue squads, and transfer amounts, and other related records.

DISPOSITION INSTRUCTIONS: Scan paper records in office when received. Destroy in office paper records after 90 days and when all quality control procedures have been completed. Transfer security disks to an off-site location for backup storage. Update in office scanned records routinely. Retain in office scanned records permanently.