

OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION

Records Retention and Disposition Schedule

The 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

ADMINISTRATION SECTION

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 machine readable records not listed in this schedule are not authorized to be destroyed.** The

ADMINISTRATION SECTION

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 This schedule is to remain in effect until superseded.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



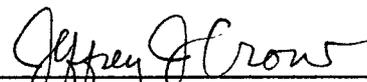
Jean Surles, Chief Records Officer
Office of State Budget and Management



Rob Nelson, Budget Administrator
Office of State Budget and Management



Marvin Dorman, State Budget Officer
Office of State Budget and Management



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



James B. Hunt, Jr., Governor
Office of the Governor



Betty Ray McCain, Secretary
Department of Cultural Resources

January 31, 1997

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OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION

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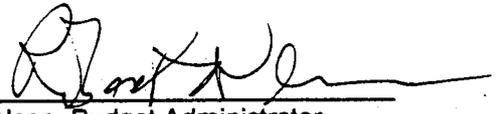
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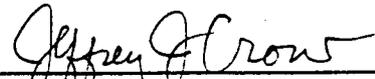
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James B. Hunt, Jr., Governor
Office of the Governor



Betty Ray McCain, Secretary
Department of Cultural Resources

January 31, 1997

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

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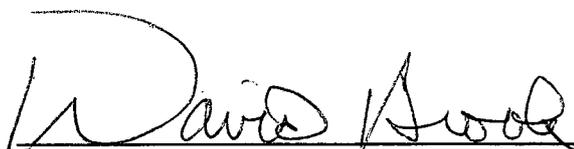
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT

Amend the records retention and disposition schedule approved January 31, 1997 by amending the Items 1526, 1527, 1528, 1529 and 1530 as shown on substitute pages dated December 1, 2003.

APPROVAL RECOMMENDED


David McCoy, State Budget Officer
Office of State Budget and Management


David Brook, Acting Director
Division of Historical Resources

APPROVED


Michael F. Easley, Governor
Office of Governor


Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 1, 2003

LRM

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
ADMINISTRATION**

ITEM 1531. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence and memorandums written and/or received by the office concerning budgets, general improvements, activities, and programs regarding various state agencies.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38135. POLICIES/PROCEDURES/GUIDELINES/DIRECTIVES FILE.

Memorandums, directives, and policy statements issued by the Office of State Budget and Management released under Signature of the Director of the Budget, the State Budget Officer, the Senior Deputy State Budget Officer, and the Deputy State Budget Officer. File includes internal guidelines describing policies for the day-to-day operation of the office and reference copies of all guidelines issued by other state and federal agencies. File also includes reference copies of the General Statutes and copies of ratified or proposed legislation. (Memorandums and directives may be incorporated into the State Budget Manual.)

DISPOSITION INSTRUCTIONS: Transfer to Administration Section, Central Files, Policies/Procedures/Directives File (Item 38669) after 10 years.

ITEM 38136. PROJECTS FILE.

Records concerning projects administered by the section. File includes correspondence regarding requests for information, proposals, drafts of proposed projects, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 38140. STATE BUDGET MANUAL FILE.

Official manual of policies and procedures prepared by the Office of State Budget and Management to direct state agencies, departments, and universities in the preparation of their budgets. Manual includes budget procedures, fiscal policies and regulations, and reporting

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
BUDGET/FISCAL**

ITEM 38144. BUDGET REPORTS (CAPITAL IMPROVEMENTS AND EXPANSIONS) FILE.

Statistical and fiscal reports concerning the budgeting process for capital improvements and the construction of prisons. File also includes budget revisions, monthly budget reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 38145. BUDGET REQUESTS (CAPITAL IMPROVEMENTS AND EXPANSIONS) FILE.

Budget request forms and briefs concerning capital improvements, expansions, and

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
CENTRAL FILES**

ITEM 1526. MONTHLY REPORT (MICROFILM) FILE.

. Reference microfilm copies of standard budget forms submitted from agencies and institutions under the fiscal control jurisdiction of the Office of the State Budget. Arranged numerically by budget code number dated 1925 to 1976. (Original microfilm stored as Monthly Reports on the Budget File (Item 1527).) Amended 12-1-03.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer reference set of microfilm currently stored in the State Records Center to the custody of the Archives for Search Room reference immediately.

ITEM 1527. MONTHLY REPORTS ON THE BUDGET FILE.

Monthly Reports on the Budget (BD701) received by the Office of State Budget and Management detailing the actual monthly, quarterly, and year-to-date revenues and expenses of each state agency and state-owned university. Series contains original microfilm in Archives vault. (Reference copy of microfilm stored as Monthly Report (Microfilm) File (Item 1526).) Amended 12-1-03.

DISPOSITION INSTRUCTIONS: Destroy in office records for the months of July through May after 2 years. Transfer June end-of-year reports to the State Records Center after 2 years. Records will be held for agency in the State Records Center 8 additional years and then transferred to the custody of the Archives. Records for the month of June in the years 1977 through 1997 and currently stored in the State Records Center will be transferred to the Archives immediately. The remaining July through May records will be destroyed in the State Records Center immediately. Retain original microfilm (1925-1976) in the Archives vault permanently.

ITEM 1530. APPROPRIATIONS (BUDGET REVISIONS) FILE.

Records concerning appropriations requests submitted by agencies and departments. File includes Budget Transfer Forms (BD606), correspondence regarding budget revisions, budget reports, justifications, accounting records, and other related records. Amended 12-1-03.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 biennia. Records will be held for agency in the State Records Center 6 additional years and then transferred to the custody of the Archives. Transfer records currently stored in the State Records Center to the custody of the Archives after 6 years. Retain microfilm in the Archives vault permanently.

ITEM 1532. BUDGET CERTIFICATIONS (FORMS) FILE.

Budget Certification Forms (BD307) prepared and approved by budget analysts and administrators when certifying the budget. Forms include all summaries and details supporting the certification.

DISPOSITION INSTRUCTIONS: Microfilm records currently stored in the State Records Center immediately. Destroy paper records in State Records Center after microfilming has been verified and quality control procedures completed. Transfer subsequent records to the State Records Center after 2 bienniums to be microfilmed for storage in the State Records Center. Paper records will be destroyed in the State Records Center after microfilm has been verified and quality control procedures completed. Microfilm will be held for agency in the State Records Center 31 additional years and then destroyed.

ITEM 38146. ALLOTMENTS FILE.

Completed Requests for Quarterly Allotments Forms (BD601) submitted to the Office of State Budget and Management by a requesting agency for general and highway fund allotments. File also includes copies of the Quarterly Allotment Authorization Forms (BD302) authorizing allotments with the State Controller.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
CENTRAL FILES**

ITEM 38147. UNIVERSITY TRUST FUND REPORTS FILE.

Quarterly report submitted to the Office of State Budget and Management quarterly from each university that maintains a trust fund. Reports outline the results of each quarter's activities.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38148. WATER AND SEWER REVOLVING LOANS AND GRANTS FILE.

Records prepared in support of the Water and Sewer Revolving Loan and Grant project. File includes applications for funds, resolutions, project descriptions, award letters, contracts, correspondence, and other related records concerning the closing out of the project.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 38669. POLICIES/PROCEDURES/DIRECTIVES FILE.

Memorandums, operating procedures, directives, and policy statements issued by the Office of State Budget and Management and released under the signature of the Director of the Budget, the State Budget Officer, the Senior Deputy State Budget Officer, and the Deputy State Budget Officer. File also includes internal guidelines describing policies for the day-to-day operation of the office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
PUBLICATIONS**

ITEM 38149. BIOGRAPHICAL DATA FILE.

Biographical sketches, news releases, reference copies of newspaper clippings, and photographs of various agency officials.

DISPOSITION INSTRUCTIONS: Transfer biographical sketches and photographs to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

**OFFICE OF THE GOVERNOR
OFFICE OF STATE BUDGET AND MANAGEMENT
ADMINISTRATION SECTION
SALARY CONTROL**

ITEM 38157. AGENCIES CORRESPONDENCE (SALARY CONTROL) FILE.

Correspondence between divisions and other agencies concerning proper budgeting and accounting of state employee salaries.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38158. BUDGET (SALARY CONTROL) FILE.

Records concerning various personnel-related budget issues. File includes budget transfer forms regarding employee salaries, budget revision reports, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38159. CORRESPONDENCE AND MEMORANDUMS FILE.

Office correspondence and memorandums concerning personnel-related matters.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 38160. LEGISLATIVE SALARY INCREASE FILE.

Records concerning legislative salary increases for each position or pay grade within state government and the university system. File includes correspondence, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 38161. REDUCTION-IN-FORCE FILE.

Records received from departments or agencies concerning employees who have been terminated because of a reduction-in-force. File includes paperwork related to reduction-in-force.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends and when released from all audits, whichever occurs later.