

OFFICE OF THE STATE CONTROLLER
ADMINISTRATION
COMMUNICATIONS, GOVERNMENT RELATIONS, POLICY & PLANNING

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

COMMUNICATIONS, GOVERNMENT RELATIONS, POLICY & ~~POLICY~~ ^{Planning}

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.

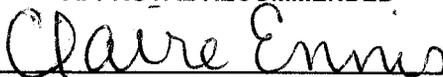
The Office of State Controller and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use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

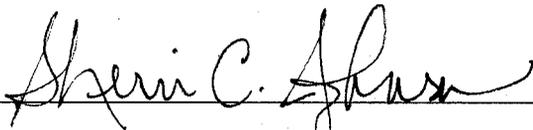
COMMUNICATIONS, GOVERNMENT RELATIONS, POLICY & ~~POLICY~~ ^{Planning}

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.

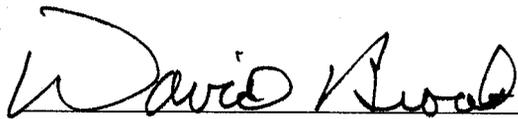
APPROVAL RECOMMENDED



Claire Ennis, Chief Records Officer
Office of the State Controller

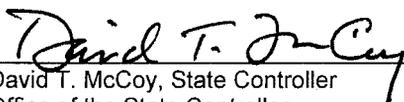


Sherri C. Johnson, Director
Communications, Government Relations, Policy & Planning

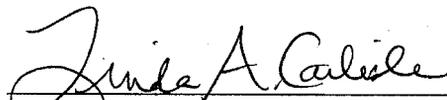


David Brook, Director
Division of Historical Resources

APPROVED



David T. McCoy, State Controller
Office of the State Controller



Linda A. Carlisle, Secretary
Department of Cultural Resources

**OFFICE OF THE STATE CONTROLLER
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ITEM 44708. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE-CONTROLLER'S MESSAGE DATABASE (ELECTRONIC) FILE.

Electronic records concerning agency presence on the World Wide Web (WWW). Electronic file includes messages from the Controller, OSC mission statement, and biography of the Controller. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44709. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE-FINANCIAL REPORTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning financial reports as they relate to the statewide financial status. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44710. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE-GENERAL STATUTES DATABASE (ELECTRONIC) FILE.

Electronic records concerning statutes that govern the authority of the OSC. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44711. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE-NEWS DATABASE (ELECTRONIC) FILE.

Electronic records concerning links to newsworthy items placed on the OSC website. Electronic file includes letters, memorandums, course information, and other related records. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44712. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE-SYSTEM STATUS DATABASE (ELECTRONIC) FILE.

Electronic records concerning production problem table for user reference when system problems occur overnight. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

**OFFICE OF THE STATE CONTROLLER
ADMINISTRATION
COMMUNUICATIONS, GOVERNMENT RELATIONS, POLICY & PLANNING**

ITEM 44713. OFFICE OF THE STATE CONTROLLER (OSC)-HOMEPAGE- ORGANIZATION AND STAFF DATABASE (ELECTRONIC) FILE.

Electronic records listing telephone numbers, e-mail addresses, and organizational charts for OSC personnel. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44714. OFFICE OF THE STATE CONTROLLER (OSC) ORGANIZATION DATABASE (ELECTRONIC) FILE.

Electronic records concerning telephone numbers, e-mail addresses, and organizational charts for OSC personnel. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44715. SAG (SYSTEM ADMINISTRATION GUIDE)-BUSINESS PROCESSES (ELECTRONIC) FILE.

Electronic records concerning policies and procedures as they apply to the business process of the North Carolina Accounting System (NCAS). ((File maintenance and backup procedures are conducted by Office of the State Controller, Information Technology and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44716. SAG (SYSTEM ADMINISTRATION GUIDE)-TECHNICAL PROCESSES (ELECTRONIC) FILE.

Electronic records concerning policies and procedures as they apply to the technical process of the North Carolina Accounting System (NCAS). (File maintenance and backup procedures are conducted by Office of the State Controller, Information Technology and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44717. SAG (SYSTEM ADMINISTRATION GUIDE)-NORTH CAROLINA ACCOUNTING SYSTEM (NCAS) OVERVIEW (ELECTRONIC) FILE.

Electronic records concerning overview of the NCAS including Technical Architecture and Financial Systems Master Plans. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Technology and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44718. SAG (SYSTEM ADMINISTRATION GUIDE)-NORTH CAROLINA PROJECT/TASK STATUS BULLETIN DATABASE (ELECTRONIC) FILE.

Electronic records concerning Hypertext Markup Language (HTML) table of current, ongoing projects, and status of each project/task. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Technology and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer created.

**OFFICE OF THE STATE CONTROLLER
ADMINISTRATION
COMMUNUCATIONS, GOVERNMENT RELATIONS, POLICY & PLANNING**

ITEM 44719. SAG (SYSTEM ADMINISTRATION GUIDE)-SUPPORT SERVICES (ELECTRONIC) FILE.

Electronic records concerning policies and procedures as they apply to the Training and Documentation and Help Desk sections of Office of the State Controller (OSC). (File maintenance and backup procedures are conducted by Office of the State Controller, Information Technology and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44720. SIG (SYSTEM INFORMATION GUIDE)-ACCOUNTING STANDARDS UPDATE DATABASE (ELECTRONIC) FILE.

Electronic records concerning Governmental Accounting Standards Boards (GASB) pronouncements. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44721. SIG (SYSTEM INFORMATION GUIDE)-AGENCY CONTACTS DATABASE (ELECTRONIC) FILE.

Electronic records listing North Carolina Accounting System (NCAS) contacts from each agency, board, and university. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Item discontinued. Records no longer created.

ITEM 44722. SIG (SYSTEM INFORMATION GUIDE)-DOCUMENTATION DATABASE (ELECTRONIC) FILE.

Electronic records concerning policies and procedures for the North Carolina Accounting System (NCAS), as well as year-end close packages and reporting documentation. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44723. SIG (SYSTEM INFORMATION GUIDE)-GLOSSARY DATABASE (ELECTRONIC) FILE.

Electronic records concerning glossary of acronyms and terms relating to the North Carolina Accounting System (NCAS). (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**OFFICE OF THE STATE CONTROLLER
ADMINISTRATION
COMMUNUCATIONS, GOVERNMENT RELATIONS, POLICY & PLANNING**

ITEM 44724. SIG (SYSTEM INFORMATION GUIDE)-INFORMATION GUIDE HELP DATABASE (ELECTRONIC) FILE.

Electronic records concerning information provided on the SIG and how to maneuver around in the guide. Electronic file includes information on North Carolina Accounting System (NCAS) topics. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44725. SIG (SYSTEM INFORMATION GUIDE)-IMPORTANT MEMOS DATABASE (ELECTRONIC) FILE.

Electronic records concerning memorandums distributed statewide pertaining to the North Carolina Accounting System (NCAS). (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44726. SIG (SYSTEM INFORMATION GUIDE)-NEW UPDATES DATABASE (ELECTRONIC) FILE.

Electronic records concerning information shared on the LAN on a one-time basis. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44727. SIG (SYSTEM INFORMATION GUIDE)-NORTH CAROLINA ACCOUNTING SYSTEM (NCAS) DATA ELEMENTS DATABASE (ELECTRONIC) FILE.

Electronic records concerning NCAS information maintained on companies, accounts, centers, budget codes, and Governmental Accounting Standards Board (GASB) numbers. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44728. SIG (SYSTEM INFORMATION GUIDE)-NORTH CAROLINA ACCOUNTING SYSTEM (NCAS) OVERVIEW DATABASE (ELECTRONIC) FILE.

Electronic records concerning the general overview of the NCAS including the Technical Architecture and Financial Systems Master Plan. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**OFFICE OF THE STATE CONTROLLER
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ITEM 44729. SIG (SYSTEM INFORMATION GUIDE)-OPERATIONS DATABASE (ELECTRONIC) FILE.
Electronic records concerning the monthly operations calendar and schedule for the North Carolina Accounting System (NCAS) mainframe system. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 44730. SIG (SYSTEM INFORMATION GUIDE)-PREVIOUS SIG NEWS DATABASE (ELECTRONIC) FILE.
Electronic records concerning monthly listing of previous what's new topics for future reference. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 44731. SIG (SYSTEM INFORMATION GUIDE)-TRAINING DATABASE (ELECTRONIC) FILE.
Electronic records concerning monthly training schedule, course catalog descriptions, and registration information. (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 44732. SIG (SYSTEM INFORMATION GUIDE)-TROUBLESHOOTING DATABASE (ELECTRONIC) FILE.
Electronic records concerning problems and resolutions pertaining to the North Carolina Accounting System (NCAS). (File maintenance and backup procedures are conducted by Office of the State Controller, Information Access Group Local Area Network (LAN) Administrator and Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.