

OFFICE OF THE STATE CONTROLLER
BEACON/BEST SHARED SERVICES
SUPPORT SERVICES

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. **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 This schedule is to remain in effect until superseded.

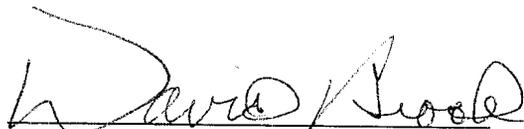
APPROVAL RECOMMENDED



Claire Ennis, Chief Records Officer
Office of the State Controller



Terry Senter, Manager, Best Shared
Services Contact Center



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

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ITEM 48621. NCAS VENDOR ELECTRONIC PAYMENT FORM FILE.

Completed forms used to provide Federal taxpayer identification number or social security number and other banking information in connection with electronic payments made by the state. (Comply with applicable provisions of 5 USC Section 552a and G.S. 93B-14 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48640. NCAS ZERO DOLLAR PAYMENT AUTHORIZATION FORM FILE.

Completed forms used to authorize the Office of the State Controller to temporarily change the Zero Dollar Payment Option.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 months.

ITEM 48641. NCAS GENERAL LEDGER EFFECTIVE DATE CHANGE REQUEST FORM FILE.

Completed forms used to grant the Office of the State Controller permission to change the General Ledger Effective Date policy screen posting back to a specified date for a pay entity.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 months.

ITEM 48642. NCAS BACK-UP WITHHOLDING FORM FILE.

Completed forms used to determine amount of withholding and associated start and stop dates.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48643. NCAS INVENTORY (STOCK) ITEM REQUEST FORM FILE.

Completed forms used by the Office of the State Controller to control inventory.

DISPOSITION INSTRUCTIONS: Destroy in office after 60 days.

ITEM 48644. NCAS PAYMENT VERIFICATION FORM FILE.

Completed forms used to provide tax identification number for businesses or individuals to which the State makes payments. (Comply with applicable provisions of 5 USC Section 552a and G.S. 93B-14 regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 48645. NCAS SECURITY REQUEST FORMS (SEC01, SEC02, SEC03, SEC04) FILE.

Completed forms filled out by an agency's security administrator as the initial request for security access into the North Carolina Accounting System. Form is also used to add, change, or delete a user's access. File also includes Security Administrator Authorization Memo and Security Letter.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.