OFFICE OF STATE CONTROLLER
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)
GENERAL SCHEDULE
ACCOUNTS RECEIVABLE

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

NCAS GENERAL SCHEDULE, ACCOUNTS RECEIVABLE

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**

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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

Claire Ennis, Chief Records Officer

Anne Goodwin, Deputy State Controller
Statewide Accounting Division

David Brook, Director
Division of Historical Resources

APPROVED

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

Linda A. Carlisle, Secretar
Department of Cultural Resources

January 20, 2011

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OFFICE OF THE STATE CONTROLLER
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)
GENERAL SCHEDULE
ACCOUNTS RECEIVABLE

ITEM 42702. ACCOUNTS RECEIVABLE CONTROL GROUPS.
Payments on outstanding accounts receivable.
DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 42703. ACCOUNTS RECEIVABLE BATCH ENTRY LOG.
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) 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 42712. ACCOUNTS RECEIVABLE JOURNAL (RR6101).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Destroy in office after month end reports are certified.

ITEM 42713. REPORT REQUEST TRANSACTION REGISTER (RR6020).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42714. EXTRACT PARAMETER CONTROL LIST (RR6021).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42715. PROCESS SUMMARY (RP6000).
Account receivable daily activity reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42716. CLOSED ITEM HISTORY (RR6610).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42717. PROCESS SUMMARY (RP6400).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42718. COMPANY POLICY INFORMATION (RR8420).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42719. DISTRIBUTION VALIDATION CORRECTION REGISTER (RR8400).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42720. INTERFACE CONTROL REPORT (RR8410).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42721. PROCESS SUMMARY (RP8000).
Account receivable daily activity reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 42722. PROCESS SUMMARY (RS0860).
Account receivable daily activity reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42723. ACTIVITY BY DISTRIBUTION CODE (RR8810).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42724. ONLINE MISCELLANEOUS ENTRIES RECAP BY OPERATOR (RR0971).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42725. ONLINE MISCELLANEOUS ENTRIES RECAP BY COMPANY (RR0972).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42726. PROCESS SUMMARY (RP0970).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42727. OFFICE OF THE STATE CONTROLLER DAILY DEPOSIT TOTAL BY FUND (FILED WITH ACCOUNTS RECEIVABLE CONTROL GROUPS) (ARDAYDEP).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42728. ONE REPORT BALANCING SUPPLEMENT (ARONELIN).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42729. ONE REPORT BALANCING SUPPLEMENT (ARONERPT).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42730. PROCESS SUMMARY (RP0920).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42731. PROCESS SUMMARY (RP0930).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42732. PROCESS SUMMARY (RP0940).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42733. ONLINE BATCH PROOF LIST (FILED WITH ACCOUNTS RECEIVABLE CONTROL GROUPS) (RR0951).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42734. ONLINE LOCKBOX/BATCH STATUS (RR0952).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42735. ONLINE ACTIVITY BY COMPANY (RR0955).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42736. ONLINE PROOF AND BALANCES - CURRENT (RR0965).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42737. ONLINE PROOF AND BALANCES - FUTURE (RR0966).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42738. PROCESS SUMMARY (RP0950).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42739. PROCESS SUMMARY (RP1000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42740. BATCH PROOF LIST (RR2210).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42741. BATCH PROOF RECAP (RR2220).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42742. ACCOUNTS RECEIVABLE TRANSACTION SUSPENSE REGISTER (RR2230).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42743. RECAP OF SUSPENDED OR PARTIALLY SUSPENDED BATCHES (RR2240).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42744. PROCESS SUMMARY (RP2000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42745. PROCESS SUMMARY (RP3000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42746. PROOF AND BALANCES-CURRENT (RR5101).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42747. PROOF AND BALANCES-FUTURE (RR5102).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42748. PROCESS SUMMARY (RP5000).
Account receivable daily activity reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42758. ACCOUNTS RECEIVABLE EXTRACT REPORT (RR8500).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42762. PERIOD-TO-DATE ACTIVITY BY DISTRIBUTION CODE (RR8815).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42763. ACCOUNTS RECEIVABLE EXTRACT REPORT BY ACCOUNT/CENTER (RR8820).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42766. PROCESS SUMMARY RECEIVABLES (RP1000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42771. PROCESS SUMMARY RECEIVABLES (RP2000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42772. PROCESS SUMMARY RECEIVABLES (RP3000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42786. ONE REPORT BALANCING SUPPLEMENT (OFFLINE PROCESSING TOTALS) (ARONELIN).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42787. ONE REPORT BALANCING SUPPLEMENT (OFFLINE PROCESSING TOTALS) (ARONERPT).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42801. EXTRACT REPORT (RR8500).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42806. ACCOUNTS RECEIVABLE-EXTRACT BY ACCOUNT/CENTER (RR8820).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42812. DETAILED AGED TRIAL BALANCE (RR6311).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42813. SUMMARY AGED TRIAL BALANCE (RR6315).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42816. CLOSED ITEM PURGE REPORT (RR9910).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42817. PROCESS SUMMARY RECEIVABLES (RP9910).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42818. END OF JOB.
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42819. PROCESS SUMMARY RECEIVABLES (RP1000).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42823. PROOF AND BALANCES-PERIOD TO DATE (RR5103).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42824. PROCESS SUMMARY RECEIVABLES (RP5000).
Account receivable month-end activity monthly reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42827. PROCESS SUMMARY RECEIVABLES (RP6000).
Account receivable month-end activity monthly reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42830. PRE-PURGE REPORT (RR6104).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42831. PERIOD-TO-DATE JOURNAL (RR6102).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42832. PROCESS SUMMARY RECEIVABLES (RP6400).
Accounts receivable activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42833. PROCESS SUMMARY RECEIVABLE (RP8000).
Account receivable month-end activity monthly reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42834. PROCESS SUMMARY RECEIVABLES (RS0860).
Account receivable month-end activity monthly reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.