

OFFICE OF STATE CONTROLLER
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)
GENERAL SCHEDULE
BUDGET REPORTS

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, BUDGET REPORTS

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**

NCAS GENERAL SCHEDULE, BUDGET REPORTS

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.

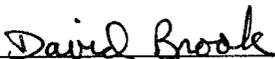
APPROVAL RECOMMENDED



Claire Ennis, Chief Records Officer



Anne Godwin, Deputy State Controller
Statewide Accounting Division

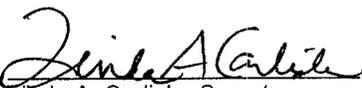


David Brook, Director
Division of Historical Resources

APPROVED



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



Linda A. Carlisle, Secretary
Department of Cultural Resources

**OFFICE OF THE STATE CONTROLLER
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GENERAL SCHEDULE
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- ITEM 42837. AGENCY MANAGEMENT BUDGET REPORT (C-GL-BD701-CERT-REPORT).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42838. MONTHLY REPORT OF FEDERAL FUNDS (C-GL-BD701-GRANT-REPORT).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42839. MONTHLY REPORT ON APPROPRIATIONS AND ALLOTMENTS (C-GL-BD702-REPORT-CV1).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42840. MONTHLY REPORT ON CAPITAL IMPROVEMENT FUNDS (C-GL-BD725-CI-REPORT).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42841. MONTHLY CASH RECONCILIATION REPORT (C-GL-CASH -RECON-BD800).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42842. STATEMENT OF CASH, RECEIPTS, DISBURSEMENTS, AND BALANCES (C-GL-BD704-CSH-REC-FUND).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42843. BOX TOTALS (C-GL-BOX-TOTALS).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42844. BALANCE BY GASB NUMBER (C-U-GL-GASB-TRIAL BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42845. BALANCE BY GASB OR FUND (C-U-GL-GASB-FUND-TRIAL-BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42846. BALANCE BY BUDGET CODE (C-U-GL-BUDG-CODE-TRIAL-BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42847. BALANCE BY BUDGET CODE OR FUND (C-U-GL-CNTR-TRIAL-BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42848. BALANCE BY COMPANY (C-U-GL-COMP-TRIAL BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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- ITEM 42849. BALANCE BY COMPANY/FUND (C-U-GL-COMP-FUND-TRIAL-BALANCE-TRIAL).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42850. AGENCY MANAGEMENT BUDGET REPORT (C-U-GL-BD701-AUTH-REPORT).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.
- ITEM 42851. AUTHORIZED MONTHLY BUDGET REPORT (C-U-GL-BD701-ORG-RPT-MASK).**
Monthly budget reports.
DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.