

OFFICE OF STATE CONTROLLER  
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)  
GENERAL SCHEDULE  
BUDGETARY CONTROL

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.

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, 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, Secretar  
Department of Cultural Resources

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- ITEM 42852. BRS TO BC INTERFACE-REVISIONS TO THE AUTHORIZED BUDGET REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42853. BRS TO BC INTERFACE-REVISIONS TO THE CERTIFIED BUDGET REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42854. BRS TO BC INTERFACE-BC DOCUMENT DETAIL REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42855. BRS TO BC INTERFACE-INVALID ACCOUNTING DISTRIBUTIONS NOT PROCESSED IN NCAS.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42856. BUDGETARY CONTROL BATCH DOCUMENT ENTRY PARAMETER EDIT REPORT (BC54001).**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42857. BATCH DOCUMENT ENTRY REPORT (BC54002).**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42858. BUDGETARY CONTROL ONLINE ACTIVITY REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42859. BUDGETARY CONTROL DOCUMENT SUMMARY REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42860. PURGED DOCUMENT REPORT (BCBCD01).**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42861. BUDGETARY CONTROL UNFINISHED DOCUMENT REPORT (BC99302).**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42862. BUDGETARY CONTROL EXTRACT FOR FINANCIAL CONTROLLER REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42863. BUDGETARY CONTROL MEMO TO ACTUAL MOVE SUMMARY REPORT.**  
Budgetary control activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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**ITEM 42864. AFF ACCOUNTS WITH REMAINING MEMO BALANCES.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42865. BUDGETARY CONTROL AFF BUILD PARAMETER EDIT REPORT (BC64011).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42866. BUDGETARY CONTROL AFF BUILD ACCOUNT RANGE VALIDATION REPORT (BC64101).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42867. BUDGETARY CONTROL AFF BUILD KEY VALIDATION REPORT (BC64111).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42868. BUDGETARY CONTROL AVAILABLE FUNDS BUILD PARAMETER EDIT REPORT (BC64201).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42869. BUDGETARY CONTROL AFF BUILD TRANSLATION VALIDATION REPORT (BC64202).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42870. BUDGETARY CONTROL AVAILABLE FUNDS BUILD PARAMETER EDIT REPORT (BC64211).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42871. BALANCING TO AVAILABLE FUNDS- COMMITMENT REPORT.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42872. BALANCING TO AVAILABLE FUNDS- ENCUMBRANCE REPORT.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42873. BALANCING TO AVAILABLE FUNDS- EXPENSE MEMO REPORT.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42874. BALANCING TO AVAILABLE FUNDS- COMPANY TOTALS REPORT.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42875. BC DOCUMENT ENTRIES-TYPE 11, CERTIFIED BUDGET ENTRIES.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**ITEM 42876. BC DOCUMENT ENTRIES-TYPE 12, AUTHORIZED BUDGET ENTRIES.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 42877. BC DOCUMENT ENTRIES-TYPE 14, INTERNAL BUDGET ENTRIES.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 42878. BC DOCUMENT ENTRIES-TYPE 17, QUARTERLY ALLOTMENT/REVERSION/REVISION.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 42879. BC DOCUMENT ENTRIES-TYPE 21, CASH RECEIPTS.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42880. BC DOCUMENT ENTRIES-TYPE 22, CASH REQUISITIONS.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42881. BC DOCUMENT ENTRIES-TYPE 23, CASH RECEIPTS ACCRUAL (AUTOMATICALLY REVERSED JUNE 30TH).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42882. BC DOCUMENT ENTRIES-TYPE 24, CASH CERTIFICATION.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42883. BC DOCUMENT ENTRIES-TYPE 25, CASH TRANSFER-IN (DEPOSITS).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42884. BC DOCUMENT ENTRIES-TYPE 27, CASH TRANSFER-OUT (DISBURSEMENTS).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42885. BC DOCUMENT ENTRIES-TYPE 28, CASH ADJUSTMENT AUTOMATIC ENTRY.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42886. BC DOCUMENT ENTRIES-TYPE 29, CASH ADJUSTMENT ENTRY.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42887. BC DOCUMENT ENTRIES-TYPE 31, CORRECTING/ADJUSTING ENTRIES.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

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**ITEM 42888. BC DOCUMENT ENTRIES-TYPE 32, THIRTEENTH MONTH REVERSAL.**  
Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42889. BC DOCUMENT ENTRIES-TYPE 33, THIRTEENTH MONTH REVERSAL  
(AUTOMATICALLY REVERSED JUNE 30TH).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42890. BC DOCUMENT ENTRIES-TYPE 34, THIRTEENTH MONTH REVERSAL (NOT  
REVERSED).**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42891. BC DOCUMENT ENTRIES-TYPE 35, BEGINNING BALANCE.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42892. BC DOCUMENT ENTRIES-TYPE 37, FIXED ASSET ADJUSTMENT.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42893. BC DOCUMENT ENTRIES-TYPE 38, ENCUMBRANCE/COMMITMENT  
ADJUSTMENTS.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**ITEM 42894. BC DOCUMENT ENTRIES-TYPE 39, MISCELLANEOUS AGENCY ADJUSTMENTS.**

Budgetary control activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.