OFFICE OF STATE CONTROLLER
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)
GENERAL SCHEDULE
FINANCIAL CONTROLLER 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, FINANCIAL CONTROLLER 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**

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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

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

RLL

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

ITEM 42895. FINANCIAL CONTROLLER CASH DISTRIBUTION REPORT (FC-D0002A).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).

ITEM 42896. FINANCIAL CONTROLLER CASH DISTRIBUTION REPORT (FC-D0002B).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42897. FINANCIAL CONTROLLER CASH DISTRIBUTION REPORT (FC-D0002C).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42898. FINANCIAL CONTROLLER PAYROLL INTERFACE (FC PAYRPT01).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42899. FINANCIAL CONTROLLER HEALTH BENEFITS INTERFACE (FC HTHRPT01).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42900. FINANCIAL CONTROLLER INTERFACE ERROR REPORT (FC RMSID30).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42901. FINANCIAL CONTROLLER BPS TO GL INTERFACE POSTING ACCOUNTS (FC RMSID24).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42902. FINANCIAL CONTROLLER COLLECT AND MERGE RECAP REPORT (FC 20011).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42903. FINANCIAL CONTROLLER ACCOUNTING RULE AUDIT TRAIL REPORT (FC 21011).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42904. FINANCIAL CONTROLLER BATCH AND SUMMARIZED RECAP REPORT (FC 22011).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42905. FINANCIAL CONTROLLER AUDIT RECAP (FC 23011).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42906. FINANCIAL CONTROLLER GENERAL LEDGER EXTRACT (FC 24011).
Financial controller activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.