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

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, GENERAL LEDGER

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, GENERAL LEDGER

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 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

RLL

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

ITEM **42944. RMDSID14-R2, C-FC-AUTOMATED-BALANCE-I-A.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42945. RMDSID14-R3, C-FC-AUTOMATED-BALANCE-I-A.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42946. RMDSID14-REPORT02, C-GL-SMB-BATCH-TOTAL.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42947. RMDSID14-R2, C-FC-AUTOMATED-BALANCE-X-B.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42948. RMDSID14-R3, C-FC-AUTOMATED-BALANCE-X-B.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42949. RMDSID14-GLBALCTR, C-GL-CNTR-TRIAL- BALANCE.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42950. RMDSID14-BPS FILE, C-BPS-EOY-BPS-INTERFACE.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42951. RMDSID14-RPT-01, C-GL-ITEM-REC-NOT-INVC.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42952. RMDSID14-RPT-02, C-GL-ITEM-REC-NOT-INVC.**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42953. TRIAL BALANCE BY GASB NUMBER (C-U-GL-GASB-TRIAL BALANCE-).**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42954. TRIAL BALANCE BY GASB OR FUND (C-U-GL-GASB-FUND-TRIAL-BALANCE-).**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42955. TRIAL BALANCE BY BUDGET CODE (C-U-GL-BUDG-CODE-TRIAL-BALANCE-).**
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM **42956. TRIAL BALANCE BY BUDGET CODE OR FUND (C-U-GL-CNTR-TRIAL-BALANCE-).**
General ledger activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 42957. TRIAL BALANCE BY COMPANY (C-U-GL-COMP-TRIAL BALANCE-).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42958. TRIAL BALANCE BY COMPANY OR FUND (C-U-GL-COMP-FUND-TRIAL-BALANCE-).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42959. CHART OF ACCOUNTS (RMDSXXX-REPORT01).
General ledger activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 42960. TRIAL BALANCE (RMDSID14-GLBALGSB, C-GL-GASB-TRIAL-BALANCE).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42961. TRIAL BALANCE BY GASB NUMBER (C-U-GL-GASB-TRIAL-BALANCE).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42962. TRIAL BALANCE BY GASB OR FUND (C-U-GL-GASB-FUND-TRIAL-BALANCE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42963. DETAIL TRANSACTION LEDGER (C-GL-DETAIL-LEDGER-DAPG67-).
General ledger activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 42964. ONLINE SUSPENDED BATCH AUDIT REPORT (FICS 10100).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42965. MASTER POLICY REPORT- COMPANY HEADER REPORT (GL/FICS 10150).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42966. MASTER FILE MAINTENANCE REPORT (GL/FICS 10151).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42967. TRANSACTION ALERT REPORT (FICS 10362).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42968. CENTER ALERT REPORT (FICS 10363).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42969. MASTER CONTROL FILE MAINTENANCE LISTING REPORT (FICS 10423).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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

ITEM 42970. GENERAL LEDGER PARAMETER AUDIT REPORT (FICS 11052).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42971. SUSPENDED BATCH AUDIT REPORT (FICS 11100).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42972. BATCH PROOF LIST REPORT (FICS 11500).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42973. DAILY CASH DISBURSEMENT SUMMARY REPORT.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 42974. CASH RECONCILIATION REPORT DETAIL (BD800DET).
General ledger activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 42975. CASH RECONCILIATION REPORT SUMMARY (BD800SUM).
General ledger activity.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 42976. CLOSED PERIOD ADJUSTMENT REPORT.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45676. CLOSE YEAR PROCESS REPORT (FICS 30781).
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45677. GENERAL LEDGER PARAMETER AUDIT REPORT (FICS 11051).
General ledger activity. Amended 02-26-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45678. GENERAL LEDGER PARAMETER AUDIT REPORT (FICS 11052).
General ledger activity. Amended 02-26-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45679. PROCESS SUMMARY REPORT-GPDBUT (FICS 99999).
General ledger activity. Amended 02-26-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45680. PROCESS SUMMARY REPORT-GPF050 (FICS 11059).
General ledger activity. Amended 02-26-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45681. PROCESS SUMMARY REPORT-GPP500 (FICS 30781).
General ledger activity. Amended 02-26-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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

ITEM 45830. PROCESS SUMMARY REPORT (FICS 11109).
General ledger activity. Amended 08-31-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45831. SUSPENDED BATCH VALIDATION ERRORS.
General ledger activitiy. Amended 08-31-01
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45983. CAPITAL IMPROVEMENT BUDGET CODE INACTIVATION.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45984. GL AUDIT ERROR REPORT.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45985. CAPITAL IMPROVEMENT BUDGET CODE REACTIVATION.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45986. GL POST CLOSING ACTIVITY.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 45987. MASTER COMPANY CHART OF ACCOUNTS.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46017. GL842-1 PERIOD OPEN/CLOSE FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46142. GENERAL LEDGER PARAMETER AUDIT REPORTS (FICS 11051) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46143. GENERAL LEDGER PARAMETER AUDIT REPORTS (FICS 11052) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46144. PROCESS SUMMARY-GPF050 (FICS 11059) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46145. MASTER FILE YEAR END BALANCE CHANGE REPORTS (FICS 83010) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46146. PROCESS SUMMARY-GPP800 (FICS 90801) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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

ITEM 46147. GL RESUMMARIZE FILE DISCREPANCY LISTING (FICS 90801) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46148. MASTER RECORD DELETION LIST (FICS 30781) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46149. PROCESS SUMMARY (FICS 30781) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 46150. PROCESS SUMMARY-GPDBUT (FICS 99999) FILE.
General ledger activity.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.