

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

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**

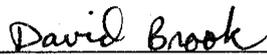
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

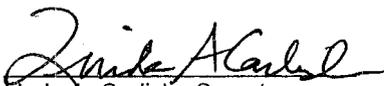
  
\_\_\_\_\_  
Claire Ennis, Chief Records Officer

  
\_\_\_\_\_  
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 42977. ACCOUNTS PAYABLE CONTROL GROUPS.**

Accounts payable - invoices paid for goods and services.

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 42978. INVOICE ACCRUAL (APEOY).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42979. BATCH DOCUMENT ENTRY EXCEPTIONS APEOY INVOICE ACCRUAL (AP-F0013).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42980. BATCH INVOICES WITH BC EXCEPTIONS (AP-F0014).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42981. BATCH PURCHASE ORDER ENTRY - PURCHASE ORDERS CHANGED (PS-P1620).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42982. BATCH PO ENTRY RUN TIME VARIABLES (PS-P1600).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42983. BATCH REQ-TO-PO PROCESSOR RUN-TIME VARIABLES (PS-P1605).**

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42984. BATCH PURCHASE ORDER ENTRY - PURCHASE ORDERS ADDED (PS-P1610).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42985. BATCH PURCHASE ORDER ENTRY - ERROR REPORT (PS-P1680).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42986. BATCH PURCHASE ORDER SUMMARY (PS-P1690).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42987. BATCH DOCUMENT PROCESS TOTALS (PS-P1695).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42988. BUDGETARY CONTROL EXCEPTION (BC-R0001).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 42989. BUDGETARY CONTROL APPROVAL ACTIVITY (BC-R0002).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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- ITEM 42990. BUYER ACTION REPORT (PS-P1200).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42991. BUDGETARY CONTROL EXCEPTION AND REJECTION BUYER ACTION REPORT (PS-P1220).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42992. PURCHASING DAILY ACTIVITY (PS-P9000).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42993. HELD RECEIPTS (PS-P1320).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42994. RECEIPT EXCEPTIONS (PS-P1310).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42995. REQUISITION APPROVAL REPORT (C-REQ-APPROVAL-REPORT).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42996. GENERIC ITEM AUDIT REPORT (GENER-1).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42997. ENTITIES NOT UPDATED WITH INVOICE TOTALS (AP-F0008).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42998. ACCOUNTS PAYABLE BANK CYCLE CONTROL REPORT (AP-BCC).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 42999. ACCOUNTS PAYABLE PAYMENTS ENTITY CYCLE CONTROL REPORT (AP-PCC).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43000. EMPLOYEE ADVANCE USAGE REPORT (AP-P0003).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43001. PAYMENT ERROR REPORT (AP-P0008).**  
Item discontinued. All records destroyed.  
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**ITEM 43002. SYSTEM PAYMENT REGISTER BY ENTITY (AP-P0006).**

Item discontinued. All records destroyed.

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 43005. PAYMENT RENUMBER PARAMETER EDIT REPORT (AP-P0005).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43006. SYSTEM PAYMENT REGISTER BY BANK ACCOUNT PAYMENT CODE (AP-P0007).**

Material management production 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 43007. AP ACTION REPORT (AP-A0005).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43008. DAILY PROOF AND BALANCE (AP-A0007).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43009. DOCUMENT MAINTENANCE (AP-A0017).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43010. AUTOMATED BALANCING REPORT (AP-A007A).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43011. NEGATIVE BALANCE REPORT BY VENDOR (AP-I0004).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43012. OUTSTANDING EMPLOYEE ADVANCES (AP-I0005).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43013. PAYMENT CANCELLATION REPORT (Y-T-D) (AP-I0013).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43014. PAYMENT CANCELLATION REPORT (DAILY) (AP-I0013).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 43015. EMPLOYEE EXPENSE RECONCILIATION SUMMARY REPORT (AP-R0003).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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- ITEM 43016. EMPLOYEE EXPENSE RECONCILIATION SUMMARY REPORT (AP-R003S).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43017. AP DEPOSIT SLIPS REPORT.**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43018. ACH PRENOTIFICATION ALERT (AP-PA033).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43019. MATCHING DOCUMENT ENTRY (AP-A0002).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43020. INVOICE ENTRY BY PAYING-ENTITY (AP-A0004).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43021. DOCUMENT ENTRY FOR INCOMPLETES AND MODELS (AP-A0009).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43022. DOCUMENT ENTRY EMPLOYEE ACCOUNTS PAYABLE (AP-A001D).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43023. DOCUMENT ENTRY REPORT SUMMARY TOTALS (AP-A001T).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43024. INVOICE ENTRY BY OPERATOR (AP-A003D).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43025. INVOICE ENTRY BY OPERATOR REPORT SUMMARY TOTALS (AP-A003T).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43026. AGED UNPAID INVOICE REGISTER (AP-I003D).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43027. AGED UNPAID INVOICE REGISTER SUMMARY TOTAL (AP-I003T).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43028. OUT OF BALANCE INVOICES (COOBINV- A/P).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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- ITEM 43029. MATCHING INVOICE VERIFICATION (FILED IN A/P CONTROL GROUPS) (AP-**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43030. BLANKET ORDER SUMMARY REPORT (PS-P110).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43031. INVOICE ANALYSIS REGISTER BY GENERAL LEDGER EFFECTIVE DATE (AP-  
10006).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43032. INVOICE MULTIPLE PAYMENT REGISTER (AP-I0011).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43033. PAYMENT REPLACEMENT REGISTER REPORT (AP-I0014).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43034. AP BUDGETARY CONTROL OFFLINE UPDATE BY GL COMPANY (AP-BC001).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43035. GENERAL LEDGER VALIDATION REPORT (AP-E0005).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43036. CONTROL INPUT RECONCILIATION-ACCOUNT DISTRIBUTION (AP-D0001).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43037. GENERAL LEDGER CASH DISTRIBUTION ANALYSIS (AP-D0002).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43038. GENERAL LEDGER EXTRACT DETAIL REPORT (AP-E0004).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43039. INTERCOMPANY GENERAL LEDGER EXTRACT DETAIL REPORT (AP-E0004A).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43040. INTERCOMPANY GENERAL LEDGER EXTRACT DETAIL REPORT INTERCOMPANY  
ENTRIES ONLY (AP-E0004I).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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- ITEM 43041. FIXED ASSET TRANSACTIONS - ACCOUNT EXCLUSION (C-AP-FA-INTERFACE).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43042. GENERATED FIXED ASSET TRANSACTIONS (C-AP-FA-INTERFACE).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43043. FIXED ASSET TRANSACTIONS UNDER THRESHOLD (C-AP-FA-INTERFACE).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43044. VENDOR LETTER ERROR REPORT (VENDLTR).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43045. DELETED VENDOR REPORT (CCFM200).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43046. ACCOUNTS PAYABLE RECONCILIATION ERROR LIST (AP-F0010).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43047. ACCOUNTS PAYABLE CLEARANCE EXCEPTION (AP-F0011).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43048. ACCOUNTS PAYABLE RECONCILIATION UPDATE (AP-F0012).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).
- ITEM 43049. PAYMENT RECONCILIATION REGISTER (AP-R0002).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).
- ITEM 43050. OUTSTANDING PAYMENTS REPORT (AP-R0004).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Destroy in office after 1 month(s).
- ITEM 43051. CHECK RECONCILIATION EXTRACT TOTALS (RCNSUM-01).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43052. ACCOUNTS PAYABLE 1099 EXTRACT PARAMETER EDIT REPORT (AP-TN001).**  
Material management production activity.  
DISPOSITION INSTRUCTIONS: Destroy in office after 7 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.

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**ITEM 43053. ACCOUNTS PAYABLE 1099 DETAIL VERIFICATION REPORT BY PAYING ENTITY (AP-TN002).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 43054. ACCOUNTS PAYABLE 1099 DETAIL VERIFICATION REPORT BY PAYER TAX ID NUMBER (AP-TN003).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 43055. ACCOUNTS PAYABLE 1099 EXCEPTIONS REPORT (AP-TN004).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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 43056. ACCOUNTS PAYABLE 1099 ERROR REPORT (AP-TN005).**

Material management production activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 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.