

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

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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, Secretary
Department of Cultural Resources

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ITEM 43085. DETAILED PURGE REPORT-PO TO INVOICE CROSS REFERENCE.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43086. RECONCILIATION PURGE (AP-F0006).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43087. EMPLOYEE DOC DETAIL PURGE.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43088. EMPLOYEE DOCUMENT PURGE PARAMETER EDIT LIST REPORT (AP-FE001).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43089. EMPLOYEE DOCUMENT PURGE REPORT (AP-FE002).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43090. INVOICE DETAIL PURGE REPORT.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43091. INVOICE PURGE PARAMETER EDIT LIST REPORT (AP-F0001).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43092. INVOICE PURGE REPORT (AP-F0002).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43093. INVOICE KEY PURGE REPORT (AP-F0004).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43094. PO PURGE (PS-P1910).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43095. PURGE EDIT LISTING FOR PS-P1910.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43096. PURCHASE ORDER DETAILS PURGE REPORT.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 43097. REQUISITION PURGE REPORT (PS-P2910).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 43098. PURGE EDIT LISTING FOR PS-P2910 REPORT (PS-P2910).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43099. REQUISITIONS DETAIL PURGE REPORT FOR BUYING ENTITY REPORT.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43100. QUOTE PURGE REPORT (PS-P2950).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43101. PURGE EDIT LISTING FOR PS-P2950 REPORT.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43102. PURCHASING QUOTE PURGE REPORTS.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43103. RFQ PURGE (PS-P2930).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43104. PURGE EDIT LISTING FOR PS-P2930.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43105. RFQ DETAIL PURGE REPORT.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43106. ITEM PURGE-NON-STOCK (PS-C3910).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43107. PURGE EDIT LISTING FOR PS-C3910-NON-STOCK.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43108. ITEM PURGE-STOCK (PS-C3910).

Purge records records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43109. PURGE EDIT LISTING FOR PS-C3910-STOCK.

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43110. VENDOR PURGE (CV-C2910).

Purge records from online system.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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- ITEM 43111. VENDOR PURGE EDIT LISTING (CV-C2900).**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43112. VENDOR.DETAILED PURGE REPORT.**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43113. PURGE EDIT LISTING FOR PS-C1930.**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43114. BUYER PURGE (PS-C1930).**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43115. POLICY PURGE, PAYING ENTITY (CP-C1910).**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43116. PURGE EDIT LISTING FOR CP-C1910.**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43117. POLICY PURGE, BUYING ENTITY (CP-C1910).**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.
- ITEM 43118. PURGE EDIT LISTING FOR CP-C1910.**
Purge records from online system.
DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.