

OFFICE OF THE STATE CONTROLLER
STATEWIDE ACCOUNTING DIVISION
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS) CENTRAL PAYROLL

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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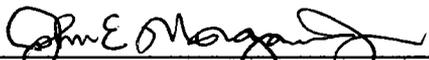
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention 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. **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

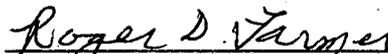
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



John Morgan, Chief Records Officer
Office of the State Controller



Roger Farmer, Payroll Administrator
Office of the State Controller



Don Waugh, Assistant State Controller
Statewide Accounting Division

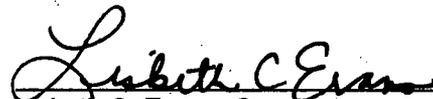


David J. Olson, Director
Division of Historical Resources

APPROVED



Robert L. Powell, State Controller
Office of the State Controller



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 1554. PAYROLL REGISTERS (PRINTOUTS) FILE.

Computer generated printouts received from Information Technology Services (ITS) detailing agency codes, employee names, pay and deduction information by pay periods, and other related data. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days. Destroy records currently held in the State Records Center 4 years from date records received.

ITEM 1557. PAYROLL CHECK REGISTERS AND ZERO NET AMOUNT REPORTS FILE.

Records in paper and electronic formats concerning all paychecks written by Central Payroll for state agency employees served by Office of the State Controller. Each register lists name, position number, unit code, payroll number, check number, date, and amount for each employee. Entries are listed numerically by check number within pay period. File also includes check register listing employee information and checks which have been processed and show a zero net amount and computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 14 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months). Destroy records (1988-1995) currently stored in the State Records Center 13 years from date records received.

ITEM 1558. BANK RECONCILIATION REPORTS FILE.

Records in paper and electronic formats concerning monthly outstanding paychecks for employees and vendor payments. Reconciliations list outstanding pay checks from preceding months and all pay checks for current month with names of employees, position numbers, unit codes, payroll numbers, check numbers, dates, amounts for each entry, items unpaid and cancelled, and other related data. Reconciliations are used to balance the accounts of Central Payroll with the Department of State Treasurer's accounts. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 14 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months). Destroy records (1983-1995) currently stored in the State Records Center 13 years from date records received.

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ITEM 1559. RETIREMENT REPORTS FILE.

Records in paper and electronic formats concerning payroll data processed by Central Payroll. Reports list retirement group numbers, payroll dates, payroll numbers, retirement "A" numbers, names of employees, social security account numbers, gross pay, retirement contributions, unit codes, and position numbers. File also includes "Power of Arrest" reports sent to Branch Banking and Trust Company and computer printouts received from ITS. (File maintenance and backup procedures are conducted Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office electronic versions after 3 months.

ITEM 1561. PAYROLL BOOKKEEPING CONTROL REPORTS FILE.

Records in paper and electronic formats concerning payrolls processed and prepared for state agency employees served by Central Payroll. File includes payroll register recap bookkeeping totals by budget codes. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 20 additional years and then destroyed. Destroy in office electronic versions after 3 months.

ITEM 1562. DEDUCTION DISBURSEMENT AND DEDUCTION EMPLOYEES CONTRIBUTION HEALTH BENEFITS REPORTS FILE.

Records in paper and electronic formats concerning monthly deductions for state agency employees served by Central Payroll. Reports list each nonstatutory deduction for each employee by name, social security account number, position number, amount, employees contribution, employers contribution and total premium amounts for the health benefits deduction codes, and other related data. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS). Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 2 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months).

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ITEM 1563. SAVINGS BOND REPORTS FILE.

Records in paper and electronic formats concerning Series I and Series EE bonds issued by the Federal Reserve System for bonds purchased. File includes employee names, address, social security account number, amounts to be sent to the Federal Reserve to purchase bond, beginning account balance, account refund, purchase transactions, ending account balance, and other related data. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 18 additional years and then destroyed. Destroy in office electronic versions 600 days (1 year and 8 months).

ITEM 1564. QUARTERLY UNEMPLOYMENT WAGE REPORTS FILE.

Records in paper and electronic formats concerning reportable and non-reportable wages for the Employment Security Commission (ESC). File includes quarterly detailed listing of employee wages and quarterly summary listing by county of reportable wages. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 4 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months).

ITEM 1565. SOCIAL SECURITY REPORTS FILE.

Records in paper and electronic formats concerning employee's taxable wages. Reports list employees' account numbers, names of employees, and other related data. File also includes quarterly report of wages paid, reconciliation of social security contributions, and computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 6 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months).

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ITEM 1566. YEAR-TO-DATE REPORTS FILE.

Records in paper and electronic formats concerning employees' wages. Reports list reporting names, social security numbers, gross pay, North Carolina tax and retirement, taxes withheld for social security (OASDI/HI/MQFE), federal taxes withheld, earned income credit, and other related data. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records when reference value ends. Destroy in office electronic versions after 600 days (1 year and 8 months). Destroy records currently stored in the State Records Center 4 years from date records received.

ITEM 3859. DIRECT DEPOSIT REGISTER REPORTS FILE.

Computer generated printouts received from Information Technology Services (ITS) concerning employees on direct deposit. Printouts list bank name, account number, and amount of pay deposited for each employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 month(s).

ITEM 4113. BANK DEPOSIT-TRANSMISSION LISTING (FINAL UNIT-ALPHABETICAL REPORT-PR067D) REPORTS FILE.

Records in paper and electronic formats concerning employees' information for the actual deposit which was made to the banking institution for direct deposit. File includes banks' names, account numbers, amounts of pay to be deposited, deposit sequence numbers, and other related data. File also includes computer generated printouts received from ITS. (Report is used to balance stop orders and to ensure the correct direct deposit transmission and payment.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (File maintenance and backup procedures are conducted by Information Technology Services (ITS).

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 13 additional years and then destroyed. Destroy in office electronic versions after 600 days (1 year and 8 months). Destroy records currently stored in the State Records Center 13 years from date records received.

ITEM 21694. DEPOSITS AND TRANSFER WARRANTS FILE.

Deposit slips and transfer warrants used to deposit agency payroll reimbursement checks with the Department of State Treasurer and check stubs of agency payroll reimbursement checks. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 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 21695. DIRECT DEPOSIT ALPHABETICAL LISTING FILE.

Records in paper and electronic formats concerning employees on direct deposit. File include listings separated by unit in alphabetical order providing name, social security number, deposit number, bank name, account number and type of account as well as the amount of the direct deposit, and other related data. File also includes computer generated printouts received from ITS. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 30 days or when superseded. Destroy in office electronic versions after 92 days (3 months).

ITEM 21698. MONTHLY CLEARED PAYROLL CHECKS REPORT FILE.

Computer generated printouts received from Department of State Treasurer listing checks cleared for the payroll account (2-000-099). (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 21708. W-2 LISTING (MICROFICHE) FILE.

Microfiche detailing employee names, work units, social security numbers, position numbers, gross pay, taxes, retirement paid, and other related data. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original copy (silver-halide) of microfiche to the State Records Center after 1 year for storage in the security vault. Retain duplicate copy of microfiche in agency. Destroy all microfiche after 14 years.

ITEM 31898. NORTH CAROLINA STATE TAX TAPES FILE.

State employees W-2 tax data transmitted to the Department of Revenue on magnetic tapes. Tapes are no longer being created. (Information is organized according to specifications required by the Department of Revenue.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

ITEM 37588. CANCELLED PAYROLL CHECKS FILE.

Original payroll checks for state employees cancelled by Central Payroll. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)
DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 1 year if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer to the State Records Center after completion of action and resolution of issues involved. Records will be held for agency in the State Records Center 6 additional years and then destroyed.

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ITEM 37589. FEDERAL AND STATE TAX FILE.

Records in paper and electronic formats concerning federal and state tax reported to Internal Revenue Service (IRS) and Department of Revenue. File includes federal and state taxes withheld on individuals employed by the state, social security contributions, amount of taxes paid to Department of Revenue, amount deposited for federal taxes, and other related records. (File maintenance and backup procedures are conducted by Office of the State Controller, Financial Systems Access Division, Local Area Network (LAN) Administrator.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Destroy in office paper records after 7 years.

ITEM 37590. PAYROLL REGISTERS (MICROFICHE) FILE.

Microfiche detailing agency codes, pay and deduction information by pay periods, and other related data. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original copy (silver-halide) of microfiche to the State Records Center after 1 year for storage in the security vault. Retain duplicate copy of microfiche in agency. Destroy all microfiche after 14 years.

ITEM 37591. SOCIAL SECURITY TAX REPORTS FILE.

Records in paper and electronic formats concerning tax worksheets used to calculate social security taxes to be paid. File includes monthly total sheets and deposit slips from paid taxes. (File maintenance and backup procedures are conducted by Office of the State Controller, Financial Systems Access Division, Local Area Network (LAN) Administrator.) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic version when reference value ends. Destroy in office paper records after 7 years.

ITEM 37789. YEAR-TO-DATE REPORTS (MICROFICHE) FILE.

Microfiche detailing employees payroll by unit, social security number, position number, gross income, and taxes withheld. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Transfer original copy (silver-halide) of microfiche to the State Records Center after 1 year for storage in the security vault. Retain duplicate copy of microfiche in agency. Destroy all microfiche after 14 years.

ITEM 45896. CANCELLATION AND REWRITES (C&R'S) REPORTS FILE.

Records concerning corrections made to an employee's pay. File includes worksheets and payments for refunds to reduce the amount of pay made to an employee. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

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ITEM 45897. OSCPX-ACCIDENTAL DEATH FLEX (449)-DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees enrolled in the UNUM Accidental Death and Dismemberment Flex Plan. Reports are separated by unit in alphabetical order reporting name, social security number, deduction amount, matching percent, and matching amount for employees enrolled in the Accidental Death Flex Plan. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45898. OSCPX-ACCIDENTAL DEATH FLEX (449)-SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees enrolled in the UNUM Accidental Death and Dismemberment Flex Plan. Reports are separated by unit and summarized by budget code, company, account and center for each employee providing name, social security number, deduction amount, matching percent, and matching amount for employees enrolled in the Accidental Death Flex Plan. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45899. OSCPX-ALPHABETICAL CHECK LISTING (ELECTRONIC) REPORTS FILE.

Electronic listing of checks separated by unit in alphabetical order providing check number and amount of the check. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45900. OSCPX-AMOUNT PAID 'NOT EQUAL' PAY RATE (ELECTRONIC) REPORTS FILE.

Listing by units of employee information on the monthly transmittal comparing the amount paid with the employee's pay rate when the transmittal is run. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45901. OSCPX-BANK PRE-NOTIFICATION (ELECTRONIC) REPORTS FILE.

Electronic records concerning bank pre-notification received to validate the employee's bank and account information for direct deposit. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45902. OSCPX-BLUE CROSS BLUE SHIELD (BCBS) FLEX (448)-DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employee's deductions and amounts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

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ITEM 45903. OSCPX-BLUE CROSS BLUE SHIELD (BCBS) FLEX (448) SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning the amounts of social security (OASDI/HI) deductions for the Blue Cross Blue Shield Flex Plan deductions by budget code, company, account, and center. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45904. OSCPX-CASH REQUISITION/DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning cash requisition detail breakdown by cycle for calculation of total cost. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45905. OSCPX-CASH REQUISITION/FUND (ELECTRONIC) REPORTS FILE.

Electronic records concerning cash requisition fund breakdown for calculation of total cost. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45906. OSCPX-CASH REQUISITION/PAYROLL (ELECTRONIC) REPORTS FILE.

Electronic records concerning cash requisition payroll breakdown for calculation of total cost. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45907. OSCPX-CHANGE DATABASE (ELECTRONIC) REPORTS FILE.

Electronic records concerning the total number of users who have made changes to the database. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45908. OSCPX-CHANGES TO MASTER DATABASE (ELECTRONIC) REPORTS FILE.

Electronic records concerning override changes made by users to the master database. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45909. OSCPX-CHECK SIGNOFF (ELECTRONIC) REPORTS FILE.

Electronic records concerning universities' payrolls run by Central Payroll. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

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ITEM 45910. OSCPX-CORRECTION (ELECTRONIC) REPORTS FILE.

Electronic records concerning Department of Correction employees who were paid overtime money for a given month. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45911. OSCPX-CURRENT PAY WARNINGS MID-MONTH (ELECTRONIC) REPORTS FILE.

Electronic records concerning mid-month pay cycles by unit of employees whose gross pay was changed and is different from the pay rate at the time report is produced. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45912. OSCPX-CURRENT PAY WARNINGS MONTHLY (ELECTRONIC) REPORTS FILE.

Electronic records concerning monthly pay cycles by unit of employees whose gross pay was changed and is different from the pay rate at the time report is produced. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45913. OSCPX-CURRENT PAY 'CHANGED' PAY RATE (ELECTRONIC) REPORTS FILE.

Listing by unit of Cycle "A" employees whose current pay is changed back to the pay rate when the monthly transmittal is produced. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45914. OSCPX-CURRENT PAY 'NOT CHANGED' TRANSMITTAL (ELECTRONIC) REPORTS FILE.

Electronic records concerning Cycle "A" employees whose current pay is not changed back to the pay rate when the monthly transmittal is produced. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45915. OSCPX-DENTAL CARE (447)-DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees' American Dental Flex Plan deductions and amounts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

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ITEM 45916. OSCPX-DENTAL CARE (447)-SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning the matching social security (OASDI & HI) amounts for the American Dental Flex Plan deductions by budget code, company, account, and center. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45917. OSCPX-DEPENDENT CARE (445)-DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees' AON Dependent Care Flex Plan deductions and the amounts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45918. OSCPX-DEPENDENT CARE (445)-SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning the matching social security (OASDI & HI) amounts for the AON Dependent Care Flex Plan deductions by budget code, company, account, and center. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45919. OSCPX-DEPOSIT (ELECTRONIC) REPORTS FILE.

Electronic records listing by unit and social security number providing payroll cycle, payroll number, position number, direct deposit number, and gross pay. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45920. OSCPX-EFFECTIVE DATE WARNING (ELECTRONIC) REPORTS FILE.

Electronic records concerning employee's data that was keyed to be processed before the personnel effective date. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45921. OSCPX-EMPLOYEES NAME AND ADDRESS (ELECTRONIC) REPORTS FILE.

Electronic reports indicating employee's name, social security number, position, subhead and complete mailing address as shown on the payroll employee master for each agency. (This information is provided so that the agency can make sure the employee's correct mailing address is on the master so the W-2 will be produced with correct address.) (File maintenance and backup procedures are conducted Information Technology Services (ITS). Comply with applicable provisions of G.S. 126-22, 126-23, 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

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ITEM 45922. OSCPX-EMERGENCY REPORTS (ELECTRONIC) FILE.

Electronic reports which are produced for a given situation to provide agencies additional information to process their payroll. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45923. OSCPX-EMPLOYEES WITH BOND DEDUCTIONS/NO BOND MASTER (ELECTRONIC) REPORTS FILE.

Electronic kickout reports listing employee information where a bond deduction has been entered into the payroll system and a bond master segment has not been completely created. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45924. OSCPX-EMPLOYEES IN MULTIPLE UNITS (ELECTRONIC) REPORTS FILE.

Electronic warning reports provided to agencies notifying them that an employee is also being paid at another unit. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45925. OSCPX-EMPLOYEES NOT PAID (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees pay which will not process when payroll is run due to a given error message. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45926. OSCPX-EXCESSIVE PAY WARNING MID-MONTH (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees whose gross pay is more than 125% of their pay rate for mid-month cycles. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45927. OSCPX-EXCESSIVE PAY WARNING MONTHLY (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees whose gross pay is more than 125% of their pay rate for monthly cycles. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45928. OSCPX-HEALTH CARE (446) DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees' AON Health Care Flex Plan deductions and their amounts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

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ITEM 45929. OSCPX-HEALTH CARE (446) SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning the summary of matching social security (OASDI & HI) deductions for the AON Health Care Flex Plan deductions by budget code, company, account, and center. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45930. OSCPX-INACTIVE EMPLOYEES ONE TIME PAY (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees with inactive masters and one time pay segments on the payroll master database. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45931. OSCPX-INACTIVE (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees whose masters are in active status. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45932. OSCPX-LONGEVITY CHANGES (ELECTRONIC) REPORTS FILE.

Electronic records concerning employee's longevity pay information which is provided by Office of State Personnel but has been changed in the payroll system. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45933. OSCPX-LONGEVITY TRANSMITTAL KICKOUTS (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees on the Office of State Personnel file for whom Central Payroll did not process a longevity one time segment because of a given error message. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45934. OSCPX-PAY PERIODS GREATER THAN 1 (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees who have been keyed to have their pay processed against more than one pay period. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

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ITEM 45935. OSCPX-PREMIUM EMPLOYEE'S EXEMPT FROM PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) (ELECTRONIC) REPORTS FILE.

Electronic records concerning premium employees who are exempt from personnel. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45936. OSCPX-PREPAID DEDUCTION CONTRIBUTIONS HEALTH BENEFITS (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees who have a prepaid health benefits deduction being deducted from their pay so that while they are off the payroll their health insurance coverage can continue. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45937. OSCPX-RETIREMENT WARNINGS (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees who were flagged when a retirement code was changed while keying information into the payroll system. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45938. OSCPX-SPLITS NOT AGREEING WITH PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS) (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees with split segments which are not on the PMIS system. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45939. OSCPX-SUBHEAD ERROR (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees with a 'D' or 'S' in the subhead. (Due to programming codes, 'D' or 'S' cannot process through the payroll system.) File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 month(s).

ITEM 45940. OSCPX-VISION FLEX (450) DETAIL (ELECTRONIC) REPORTS FILE.

Electronic records concerning employees' Superior Vision Flex Plan deductions and amounts. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

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ITEM 45941. OSCPX-VISION FLEX (450) SUMMARY (ELECTRONIC) REPORTS FILE.

Electronic records concerning the matching social security (OASDI/HI) amount for the Superior Vision Flex Plan deductions by budget code, company, account, and center. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year and 8 months.

ITEM 45942. OSCPX-W2 INDEX (ELECTRONIC) FILE.

Electronic index of employee's W-2 individual tax information as it appears on their W-2 statement for a given year. (File maintenance and backup procedures are conducted by Information Technology Services (ITS).) (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.