



**Documentation Retention Schedule**

Policy Area: <b>Internal Control</b>	Effective Date: <b>9/1/2008</b>
Policy Sub Area: <b>N/A</b>	Last Revision Date: <b>N/A</b>
Authority: <b>G.S. 143D-8</b>	Policy Owner/Division: <b>Risk Mitigation Services</b>
<p><b><u>Policy</u></b></p> <p>North Carolina General Statute §143D-8 provides that “Each State agency shall maintain documentation, as prescribed by the State Controller, of the system of internal control within that agency.”</p> <p>Destroy paper and electronic documentation in office after 3 fiscal years from the end of the fiscal year for which the documentation was prepared 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.</p>	
<p><b><u>Procedures</u></b></p> <p>None Noted.</p>	
<p><b><u>Accounting Guidance</u></b></p> <p>None noted.</p>	
<p><b><u>Related Documents (Memos/Forms)</u></b></p> <p>None noted.</p>	

**Revision History**

<b>Date</b>	<b>Description</b>