

**OFFICE OF STATE CONTROLLER  
BUSINESS SERVICES  
NORTH CAROLINA ACCOUNTING SYSTEM  
GENERAL SCHEDULE  
FIXED ASSETS**

**ITEM 42907. Fixed Asset Transaction Validation Report - Control Totals (FAR001).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42908. Fixed Asset Standard Description File Report (FAR001).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42909. Fixed Asset Transaction Validation Report (FAR001).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42910. Fixed Asset Company Policy Report (FAR001).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42911. Fixed Asset Audit Ledger Report (FAR002).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42912. Fixed Asset Audit Ledger - Control Totals Report (FAR002).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years and upon release from audits.

**ITEM 42913. CIY - Adjustment Report.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**ITEM 42914. Expense Ledger Report.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**ITEM 42915. Transfers - Reassignment Report.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 30 days.

**ITEM 42916. Retired Assets Summary Report Proprietary Funds Report (C-FA-FA755-RETIRE).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

**ITEM 42917. Assets Transferred-Out Report (C-FA-TRANSFERS-OUT).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

**ITEM 42918. Assets Transferred-In Report (C-FA-TRANSFERS-IN).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release from all audits.

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**ITEM 42919. Retired Asset Report Proprietary Funds Report (C-FA-FA755-GT5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42920. Active Asset Reconciliation Report Proprietary Funds Report (C-FA-FA755-FXXX).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42921. Active Asset Reconciliation Report General FA Account Group Report (C-FA-FA755-FXXX).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42922. Retired Asset Retirement Date Report (C-FA-RETIRED-DATE).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42923. Active Asset Additions Report Proprietary Funds > \$5000 Report (C-FA-FA755-ADD).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42924. Active Asset Additions Summary Report Proprietary Funds > \$5000 Report (C-FA-FA755-ADD).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42925. Current Year Cost Adjustment to Prior Year Acquisitions Report (C-FA-COST-ADJ).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42926. Active Asset Additions Summary Report General FA Account Group > \$5000 Report (C-FA-FA755-ADD).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42927. Retired Assets Report General FA Account Group > \$5000 Report (C-FA-FA755-RETIRE).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42928. Active Asset Additions Report General FA Account Group > \$5000 Report (C-FA-FA755-ADD).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

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**ITEM 42929. Active Asset Reconciliation Report Proprietary Funds > \$5000 Report (C-FA-FA755-GT5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42930. Active Asset Reconciliation Report General FA Account Group > \$5000 Report (C-FA-FA755-GT5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42931. Active Asset Summary Reconciliation Report General FA Account Group >\$5000 Report (C-FA-FA755-GE5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42932. Active Asset Summary Reconciliation Report Proprietary Funds Report (C-FA-FA755-FXXX).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42933. Active Asset Summary Reconciliation Report Proprietary Funds > \$5000 (C-FA-FA755-GT5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42934. Retired Assets Summary Report General FA Account Group > \$5000 (C-FA-FA755-RETIRE-GT5000).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42935. Prior Year Acquisitions Report (General Funds) Summary For the Current Fiscal Year (C-FA-ACQ-FY).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42936. Prior Year Acquisitions Report (General Funds) (C-FA-ACQ-FY).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42937. Prior Year Acquisitions Report (Other Fund Groups) (C-FA-ACQ-FY).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42938. Prior Year Acquisitions Report (Other Funds) Summary For the Current Fiscal Year (C-FA-ACQ-FY).** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42939. Fixed Assets Excel Spreadsheets.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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**ITEM 42940. Fixed Assets Batch Logs.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 42941. SIPS09-Depreciation Report, Fixed Assets.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy year-end reports after 5 years and upon release form all audits.

**ITEM 42942. Fixed Assets Balancing Spreadsheets.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 42943. Fixed Assets Files by Asset Number.** Fixed asset activity.

DISPOSITION INSTRUCTIONS: Keep until 3 years after asset is disposed of.