

**OFFICE OF STATE CONTROLLER
BUSINESS SERVICES
NORTH CAROLINA ACCOUNTING SYSTEM (NCAS)
GENERAL SCHEDULE
PAYROLL**

ITEM 43069. Payroll History File. Copies of payroll action on each employee.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43070. Payroll Registers. Information on individual pay stubs, total paid to Central Payroll.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43071. Payroll Registers-YTD. Year-to-date information on individual pay stubs, total paid to Central Payroll.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43072. Deduction Register. Information on deductions taken out of employee checks.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43073. Bond Registers. Listing of employee names and amounts of bonds.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43074. Automatic Deposit Bank Prenotification. All direct deposits entered for each month.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43075. Current Pay Warnings and Control Reports. Exception report of items needing to be verified and corrected before closing.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43076. W-2 Proof Listing. Copy of what is listed on the employees W-2 Form.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43077. Leave Records (SCP800). Data entry report of employee leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43078. Leave Records (SCP825). Accumulated leave on each employee.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43079. Leave Records (SCP820). Accumulated leave by Cost Center.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43080. Leave Records (SCP840). Compensatory and overtime by Cost Center.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

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ITEM 43081. Leave Records (SCP830). Overdrawn leave by Cost Center.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43082. Leave Records (SCP845). Year end report of leave.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 43083. Time Sheets. Time sheet recording of time worked for part-time and temporary employees.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.

ITEM 43084. Insurance and Miscellaneous Deductions File. Information concerning health care coverage, Prepaid Legal Services, State Employees Association of North Carolina, etc.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years or when released from all audits.18 months.