

| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse) | | DO NOT WRITE IN THESE SPACES (NARA use only) | |
|--|--|--|--|
| TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER <i>NI-507-97-1</i> | |
| FROM (Agency or establishment) DEPARTMENT OF DEFENSE DEFENSE FINANCE & ACCOUNTING SERVICE | | DATE RECEIVED <i>10-10-96</i> | |
| 2 MAJOR SUBDIVISION | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| NOT APPLICABLE / APPLIES TO ENTIRE AGENCY | | | |
| 3 MINOR SUBDIVISION | | DATE <i>1-4-00</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> | |
| 4 NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | | |
| GENEVIEVE R. TURNEY | (703) 607-5165 | | |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>88</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required; <input checked="" type="checkbox"/> <i>GAO letter</i> is attached; <i>see 12-6-99</i> <input checked="" type="checkbox"/> <i>will</i> has been requested. | | | |
| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE | |
| <i>October 7, 1996</i> | <i>[Signature]</i> GENEVIEVE R. TURNEY | DFAS-HQ RECORDS MANAGER | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | Defense Finance and Accounting Service Records Disposition Regulation Contains all schedules for disposition of finance and accounting records. | | |

withdraw 9/21/99

SCHEDULE 6055, SAFETY PROGRAM ADMINISTRATION,

governs disposition of records created or used by the Center Safety Program to include safety and accident prevention (maintained in DFAS safety offices except where otherwise noted)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 SAFETY PROGRAM PLANNING Records pertaining to planning the Center Safety Program, including planning for specific safety efforts

CUT OFF AT END OF CALENDAR YEAR. DESTROY WHEN PLANNING FOR NEXT YEAR'S SAFETY PROGRAM IS COMPLETE (N1-507-93-2, Item 172)

2 SAFETY VISIT REPORTS Final reports and supporting correspondence relating to findings and recommendations during safety visits

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF, OR UPON DISCONTINUANCE OF FACILITY, WHICHEVER IS SOONER (GRS 18, Item 9)

3 ACCIDENT REPORTS Mishap reports and analysis with pertinent attachments, records, and related papers

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF. (GRS 18, Item 11)

4 ACCIDENT INVESTIGATION REPORTS Mishap investigation reports with pertinent attachments, records, and related papers

CUT OFF ON TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING CLAIM HAS PASSED. DESTROY 3 YEARS AFTER CUTOFF (GRS 1, Item 31)

5 PERSONAL INJURY FILES Records pertaining to medical treatment provided to individuals as a result of workplace injury or illness. Excludes copies filed in the Employee Medical File

CUT OFF ON TERMINATION OF COMPENSATION OR WHEN DEADLINE FOR FILING CLAIM HAS PASSED. DESTROY 3 YEARS AFTER CUTOFF (GRS 1, Item 31)

6 FIRE INSPECTIONS AND TESTS Checklists and similar forms used in conducting real property inspections, including inspections and tests of installed systems of fire extinguishing, alarm and detection equipment, portable fire extinguishers, etc.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-507-93-2, Item 173)

7 HAZARDS REPORTS AND LOG Reports of hazards, including fire hazards, and log

CUT OFF AT END OF CALENDAR YEAR IN WHICH FINAL ENTRY MADE. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T91-4, R8) ()

withdraw all items / 6055 - 10/7/99
per P. Korpanky / Scagnovese

8 HAZARD ABATEMENT PLANS Records used to plan and/or monitor efforts to reduce or eliminate hazards

CUT OFF WHEN CLOSING ACTION IS TAKEN. DESTROY 5 YEARS AFTER CUTOFF.
(N1-AFU-90-3, AFMAN 37-139, T91-4, R16) ()

9 HAZARDOUS MATERIAL OR COMMUNICATIONS MANAGEMENT Records that describe action taken on hazardous material issues and the effect of the actions on operations and similar records pertaining to management of hazardous materials, waste, or communications (maintained at DFAS-HQ, Center and OPLOC safety offices)

DESTROY 50 YEARS FROM THE DATE OF THE RECORD OR IN JANUARY 2031, WHICHEVER IS LATER (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T32-1, R17)
()

NOTE 4* Destroy 50 years from the date of the establishment of the document or 50 years after the enactment of P.L. 96-510, December 11, 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the DFAS Center director require a longer retention period for the protection of the public health or welfare, submit a request to DFAS-HQ/CX for approval of the revised retention period and hold the records in a "pending disposition" status.

10 HAZARDOUS COMMUNICATIONS TRAINING RECORDS Records showing training history of employees exposed to hazardous communications

DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER (GRS 1, Item 29b)

11 CIVILIAN EMPLOYEE MEDICAL FILE SYSTEM (EMFS) Temporary or short-term records as defined in the Operating Manual (maintained in DFAS medical treatment facilities)

CUT OFF ON SEPARATION OR TRANSFER OF EMPLOYEE. DESTROY 1 YEAR AFTER CUTOFF. (GRS 1, Item 21b)

12 HAZARDOUS SUBSTANCE EXPOSURE Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910 (maintained in DFAS medical treatment facilities).

CUT OFF ON SEPARATION OR TRANSFER OF EMPLOYEE. DESTROY 1 YEAR AFTER CUTOFF. (GRS 1, Item 21b)

13 INDUSTRIAL HYGIENE RECORDS. Baseline records, tests, surveys, evaluations, etc , which ascertain the presence or absence, nature, and degree of occupational health hazards (maintained in DFAS safety offices and occupational health offices).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 6 MONTHS AFTER CUTOFF (RETAIN WHEN SUPPORTING DEVIATIONS; DESTROY WHEN DEVIATION IS CORRECTED).
()

14 ENVIRONMENTAL PROTECTION RECORDS. Plans and supporting data for spill prevention control and countermeasures; oil and hazardous substance pollution contingency; hazardous waste; hazardous waste treatment, storage, and disposal facility operation, traffic abatement, and similar plans

CUT OFF ON CLOSING ACTION. DESTROY 5 YEARS AFTER CUTOFF. (NI-AFU-87-18, AFMAN 37-139, T32-1, R14) (_____)

15 SYSTEM SAFETY RECORDS Records documenting the basis for integrating system safety, health hazard and environmental considerations into the systems engineering process to include plans, reviews, summaries, etc.

CUT OFF ON CLOSING ACTION. DESTROY 5 YEARS AFTER CUTOFF. (_____)

16 OCCUPATIONAL INJURY/ILLNESS FILES Log of reports of occupational injury/illness

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF** (GRS 1, Item 34)~~

~~**17 FACILITY RISK ANALYSES** Copies of risk analyses, studies, and historical lessons learned regarding facilities systems and sub-systems~~

~~**CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF.** (EXCEPTION to NI-AFU-90-3; AFMAN 37-139, T90-2, R7) (_____)~~

*would have
been OK
8/1/99*

*↑
16 Records
- no relationships*

~~Schedule 6055, Safety Program Administration~~

~~17~~ ~~18~~
18

~~**ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.~~

- ~~a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.~~

~~**DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.**~~

- ~~b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

~~**DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.**~~

SCHEDULE 7040,
COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS,

governs disposition of records pertaining to cost analysis including cost information systems, planning factors, cost analysis methods, cost estimating, cost tracking, and life cycle cost. It also governs disposition of Budget Office records which pertain to preparation, analysis, justification, and control of the budget

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3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 FINANCIAL MANAGEMENT RECORDS Reports, correspondence, and related data that serve for control purposes in developing or improving budget office systems programs (maintained in Comptroller functional areas)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF.

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2 COST TRACKING RECORDS Reports, analyses, correspondence, and related data which provide a chronology of costs by organization and program element (maintained in Comptroller functional areas)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 8, Item 6b)

3 FORMAL BUDGET RECORDS Records containing budget exhibits and final annual budget packages submitted from DFAS Centers to DFAS Headquarters (maintained in Budget offices)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (GRS 5, Item 3a)

4 BUDGET EXECUTION RECORDS Internal reports and records used to execute budget exhibits and final annual budget packages (maintained in Budget offices)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 5, Item 2)

5 BUDGET RECORDS WORKSHEETS Records generated to assist in the completion of the formal budget (maintained in Budget offices)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 5, Item 2)

6 BUDGET CORRESPONDENCE RECORDS. Correspondence pertaining to routine internal budget program execution (maintained in Budget offices)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (GRS 5, Item 1)

7 COST AND ANALYSIS CORRESPONDENCE RECORDS. Correspondence pertaining to cost/economic analysis studies and estimating factors and methods (maintained in Cost offices).

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF (N1-507-93-2, Item 184)

8 **FUND DISTRIBUTION** Memoranda, from the Budget Office, for fund distribution records
(maintained in Cost offices)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF
(GRS 6, Item 1a)

Schedule 7040, Comptroller, Cost Analysis, and Budget Records

9 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7205,
ACCOUNTING OPERATIONS--FINANCIAL RECORDS

This schedule governs disposition of records pertaining to the accounting operations financial records accumulated by the Accountable Stations.

(Reference: Financial Management Regulation, DoD 7000 14-R)

1 GENERAL LEDGERS Manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger pertaining to current, expired, and closed accounts

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER THE LATER OF EITHER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT (GRS 7, Items 2 and 3)

2 SUBSIDIARY LEDGERS Various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others; adjustments, suspense items, object classes, open allotments, industrial funds, stock funds, and deposit funds pertaining to current, expired, and closed accounts.

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 7, Item 4a)

3 SUPPORTING RECORDS TO GENERAL AND SUBSIDIARY LEDGERS Budget Authority (BA)/Allotment, or authorized replacement, Obligation Authority/Suballotment, subsidiary distribution of allotments and BAs to other SMAs, journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid), reports of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions pertaining to current, expired, and closed accounts

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 7, Item 4a)

4 FINANCIAL STATEMENTS, SCHEDULES, AND REPORTS Retained copies of records required by Servicing Center pertaining to current, expired, and closed accounts

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER THE LATER OF EITHER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT (GRS 6, Item 1a)

5 FUND DISTRIBUTION Memoranda, from the Budget Office, for fund Distribution Records.

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
(GRS 6, Item 1a)

**SCHEDULE 7206, ACCOUNTING OPERATIONS--AUTOMATED
DATA PROCESSING RECORDS,**

governs disposition of records pertaining to the accounting operations
automated data processing records accumulated by the Accountable Stations
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
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3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 DAILY DETAIL RECORDS Listings used in daily operations; i.e., Daily Operating Budget Ledger/Allotment Ledger, Daily Voucher Copy List, Generic Extract Summary, Voucherless Travel RC/CC List

CUT OFF UPON COMPLETION OF RECONCILIATION PROCESS. DESTROY ON CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-16, R2)(_____)

2 SUMMARY RECORDS Data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-16, R3)(_____)

3 TABULATIONS Documentation that includes but is not limited to edit lists, transaction registers, ledgers, reports, and audit lists. File the following separately:

a. **Daily Operations** (Rule 3 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 1 MONTH AFTER CUTOFF OR WHEN ALL QUESTIONS ARE RESOLVED, WHICHEVER IS LATER (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-16, R5)(_____)

b. **Year-End Operations** (Rule 4 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 3 MONTHS AFTER CUTOFF OR WHEN ALL QUESTIONS ARE RESOLVED, WHICHEVER IS LATER (See NOTE 4*) (N1-AFU-90-3; AFMAN 37-139, T177-16, R5)(_____)

NOTE: 4* Ensure annotations are transferred prior to destruction

4 CONSOLIDATED TABULATIONS

a. Annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER FY FOR WHICH RELATED APPROPRIATIONS ARE AVAILABLE FOR OBLIGATION (N1-AFU-90-3; AFMAN 37-139, T177-16, R8)(_____)

b. Consolidated tabulations for expired accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY (Rule 6 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER THE LATER OF EITHER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT (GRS 6, Item 1a)~~

c. Consolidated tabulations for continuing X or No-Year appropriations documents (Rule 7 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CLOSING OUT OF THE INDIVIDUAL ACCOUNT OR ALLOTMENT ACCOUNT (N1-AFU-90-3; AFMAN 37-139, T177-16, R10) (_____)~~

5 BASE MATERIEL/SUPPLY AUTOMATED SYSTEM

a. Computer listings including but not limited to EOD IMR and GLAC update, daily FPMR/OCCR update and reconciliation, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products (Rule 8 in previous draft)

~~CUT OFF UPON TRANSFER OF ANNOTATIONS AND RECEIPT OF NEW LISTING. DESTROY UPON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-16, R11 and T177-4, R14) (_____)~~

b. SF MACR status report, SF on order in-transit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists (Rule 9 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-4, R15, or GRS 6, Item 1b) (_____)~~

c. Daily, periodic and monthly summary automated records (Rule 10 in previous draft)

~~CUT OFF AT END OF MONTH. DESTROY 30 DAYS AFTER CUTOFF. (_____)~~

[NOTE: 5 * Schedule 7210 has been omitted from the revised SF 115 because it duplicated Schedule 7206.]

Schedule 7206, Accounting Operations—Automated Data Processing Records

6 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7220,
VENDOR PAY OPERATIONS--FINANCIAL RECORDS,

governs disposition of records accumulated in Vendor Pay Operations by the Accountable Stations
consolidated under DFAS-DE

(Reference Financial Management Regulation, DoD 7000.14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
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3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

~~1 **FUND DISTRIBUTION.** Memoranda, Advice from the Accounting Operations Division for fund distribution records~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF**
(GRS 6, Item 1a)~~

~~2 **OBLIGATION AUTHORITY/FUND ALLOCATIONS** Obligation authority forms and comparable documents used to provide funds for commitment and obligation purposes related to current, expired, and closed accounts~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER THE LATER OF EITHER CLOSURE OF APPROPRIATION ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT** (GRS 6, Item 1a)~~

~~3 **COMMITMENTS**~~

~~a Unobligated commitments cancelled during FY or when appropriation expires (Rule 3 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.** (N1-AFU-90-3; AFMAN 37-139, T177-18, R3) (_____)~~

~~b Unobligated commitments pertaining to expired appropriations (Rule 4 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER FY FOR WHICH RELATED APPROPRIATIONS ARE AVAILABLE FOR OBLIGATION** (_____)~~

~~4 **OBLIGATIONS**~~

~~a Documentation supporting undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) pertaining to current, expired, and closed appropriations (Rule 5 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER FY IN WHICH ENTITLEMENT/LIABILITY OCCURRED** (GRS 7, Item 3)~~

~~b Obligations cancelled as being invalid before funding appropriation closes (Rule 6 in previous draft)~~

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER FY IN WHICH OBLIGATION/ENTITLEMENT OCCURRED. (GRS 7, Item 3)~~

5 EXPENDITURES

Original records PK #2667 9/21/99
a. Documentation supporting accrued expenditures paid (AEP) pertaining to current, expired, and closed appropriations (Rule 7 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CLOSE OF FY IN WHICH FINAL PAYMENT WAS MADE, PROVIDED THERE ARE NO DISCREPANCIES FOR WHICH CORRECTIVE ACTION IS PRESCRIBED. (See NOTE 4*) (GRS 6, Item 1a)~~

NOTE: 4 * Records containing discrepancies identified by Servicing Center will be held until corrective action has been taken; otherwise, destroy when eligible.

b Retained voucher copies (Rule 8 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (_____)~~

6 ACCOUNTS RECEIVABLE

a Record copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts. (Rule 9 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)~~

7 2
b Nonrecord copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts (Rule 10 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)~~

c Ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts (Rule 11 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER THE LATER OF EITHER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT. (GRS 6, Item 1a)~~

7 2
7 REPORTS

a Copies of reports pertinent to Vendor Pay Operations. (Rule 12 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (_____)~~

b Documents reflecting payment required to be reported to IRS, including Treasury Department forms used to report payments (W-2s) (Rule 13 in previous draft)

~~CUT OFF AT END OF CY IN WHICH PAID. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-91-32, AFMAN 37-139, 177-18, R13) (_____)~~

c Receiving reports--Original (maintained in OpLocs)--(Rule 14 in previous draft)

~~CUT OFF 1 MONTH AFTER PAYMENT. FORWARD TO DFAS-DE AT CUTOFF (GRS 6, Item 1a)~~

~~d Receiving reports--Copies (maintained in OpLocs) (Rule 15 in previous draft)~~

~~CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CREATED (GRS 6, Item 1b, Item 1a)~~

8 COLLECTION VOUCHERS. Accountable Station copy of collection vouchers and supporting records (Rule 16 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH FINAL COLLECTION IS EFFECTED DESTROY 3 YEARS AFTER CUTOFF (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-18, R5)
(_____)

9 POSTING MEDIA Records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounting operations (Rule 17 in previous draft)

CUT OFF AT END OF DAY. DESTROY 90 DAYS AFTER CUTOFF. (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-18, R10) (_____)

10 CONTROL LOGS. Logs used to record disbursement and collection vouchers (e.g. manual payments for reporting Prompt Payment Act) (Rule 18 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
(GRS 6, Item 1a)~~

11 BUYER INTERFUND BILLS--NON-FMS (See NOTE 5*) Bills receipted and interfund zero balance listings, supply system updates and related adjustment vouchers. (Rule 19 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILLED. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-91-13; AFMAN 37-139, T177-4, Item 13.0's) (_____)

12 AIRLIFT SERVICE INDUSTRIAL FUND REVENUE, BILLING AND RECEIVABLE. Invoice claims to public, cash collection vouchers, ACC transportation authorizations, transportation cargo movement documents, MTAs & TCMDs, travel orders; voucher for transfer between appropriation, and general correspondence used as backup to billing (maintained in Industrial Fund Offices) (Rule 20 in previous draft)

~~CUT OFF AT CLOSE OF FY IN WHICH FINAL COLLECTION IS EFFECTED DESTROY 6 YEARS AFTER CUTOFF (See NOTE 6*) (GRS 9, Item 1a)~~

NOTES: 4* Records containing discrepancies identified by Servicing Center will be held until corrective action has been taken; otherwise, destroy when eligible.

5* Foreign Military Sales Seller and Buyer Interfund Bills are covered in Schedule 7360, Foreign Military Sales.

6* For records related to foreign military sales, use Schedule 7360, Foreign Military Sales.

Schedule 7220, Vendor Pay Operations—Financial Records

13 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7221,
CENTRAL PROCUREMENT ACCOUNTING SYSTEM,
(maintained in units as indicated)

- ~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.~~
- ~~2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.~~
- ~~3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1. CENTRAL PROCUREMENT ACCOUNTING SYSTEM (CPAS)

a. **DIAGNOSTIC LISTINGS** containing information used to balance system when an out-of-balance occurs, listings used by Data Manager (Sysout, BRO, BR1, BR2, BR3, BR4, BR5, BR6, BR7, BR8, BR9, 3N1) (maintained in the Data Base Administration Location) (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH AUDITORS AUTHORIZE DISPOSAL.
DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a) *withdraw 10/7/99 PK 209*

b. **REPORTS** used by CPAS customers to manage stock fund weapons systems, FMS open/closed cases, track financial status, manage capital equipment purchase, identify dormant purchase requests, research irregular fund status, control ULOs (D10, 1G1, 1L1, 1N1, 1R1, 1R2, 1R5, 1R7, 2DA, 2DB, 2DC, 2D1, 2D4, 2D5, 2D6, 2D7, D8, 2D9, 2H1, 2H2, 2H3, 2H4, 2J1, 2J2, 2J3, 2L1, 2L3, 3D, 3D3, 3H, 3N2, 4A1, 4H1, 4L1, 7A2, 7d1, 1E1, 9D2, 9F1, 9I1) (maintained by MAJCOM, Budget, Item Manager, Resource Advisor, FSO, Other Customer) (Rule 2 in previous draft)

CUT OFF WHEN SUPERSEDED. DESTROY UPON CUTOFF. (_____)

c. **LISTINGS** used to verify transactions processed/interfaced, mismatched data, identify over-obligations, assist in delivery reporting (ER1, ER2, 1D1, 1N1, 1H1, 1J1, 1R6, 2P6, 2T1, 2T2, 9Q1) (maintained OPLOCs, DAOs, FSOs). (Rule 3 in previous draft)

CUT OFF WHEN SUPERSEDED DESTROY UPON CUTOFF PK/3-4-99

d. **LISTINGS** used to manage the Direct Disbursement function (1B1, 1B2, 1B3, 1B4, 1J1, 1J2, 1S1, 1V1, 1V2, 1V3, 2W1, 3C1, 3S1, 3V1, 4M1) (maintained in OPLOCs). (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
(_____)

e. **LISTINGS** used to validate/reconcile/adjust open items, initiations, commitments and obligations, reconcile FMS case transactions to deliveries, balance at FY end. (1L1, 1N1, 2H2, 2H3, 2L2, 2P1, 2P2, 2P3, 2P4, 2P5, 2P7, 2P8, 2P9, 3T1, 3T2, 8L1, 8L3, 8N1, 9M1, 9P1, 9P2, 9T1) (maintained in OPLOCs, DAOs, FSOs) (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF, IF THERE ARE NO OUTSTANDING DISCREPANCIES FOR WHICH CORRECTIVE ACTIONS ARE PRESCRIBED BY DFAS-DE (_____)

- (1) not requiring corrections
- (2) requiring corrections

*withdraw all 7221 - 10/7/99
per P. Korpany / Icaignovese*

Schedule 7221, Central Procurement Accounting System

2 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7225--
VENDOR PAY OPERATIONS - AUTOMATED DATA PROCESSING
RECORDS,

governs disposition of records accumulated in the Vendor Pay and Government Branches by the
Accountable Stations consolidated under DFAS-DE.
(Reference Financial Management Regulation DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 INTEGRATED ACCOUNTS PAYABLE SYSTEM (IAPS) (maintained in OPLOCs and DAOs)

a. Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces (BCAS, MEDLOG, SBSS) (Rule 1 in previous draft)

CUT OFF ON SUPERSESION. DESTROY ON CUTOFF. (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R21) (_____)

b. Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the IAPS data base (Rule 2 in previous draft)

CUT OFF ON SUPERSESION. DESTROY ON CUTOFF (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R22) (_____)

c. Open items, obligation validation/reconciliation listings, i e Dormant Obligation List, BQ/IAPS Recon (Rule 3 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILLED. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-91-12, AFMAN 37-139, T177-4, R23) (_____)

d. Prompt Payment Act information list used as report supporting detailed information (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-91-12, AFMAN 37-139, T177-4, R25) (_____)

e. Listings produced by end-of-day programs used to verify transactions processed, notices of follow-up action, payment computation/forecast lists (Rule 5 in previous draft)

CUT OFF ON SUPERSESION. DESTROY ON CUTOFF. (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R26) (_____)

NOTE: 4* Transfer annotations prior to destruction

f Voucher control log produced by end-of-day programs (Rule 6 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF
(GRS 6, Item 1a)~~

g Daily Obligation Validation Register (Rule 7 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (NOTE 5*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R30) (_____)

h Additional end-of-day program listings (Rule 8 in previous draft)

CUT OFF ON COMPLETION OF CORRECTIVE ACTION. DESTROY ON CUTOFF. (N1-AFU-91-12, AFMAN 37-139, T177-4, R27) (_____)

i Archived/Purged Contracts List (Rule 9 in previous draft)

~~CUT OFF ON DATE OF LISTING. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6,
Item 1a)~~

2 **STANDARD MATERIEL ACCOUNTING SYSTEM (SMAS)** (maintained in OPLOCs and DAOs)

a Listings used primarily to review supply transactions and their effect on the accounting records. (Rule 10 in previous draft)

CUT OFF UPON RECEIPT OF NEW LISTING; WHERE ANNOTATION IS REQUIRED, RETAIN RECORD UNTIL ANNOTATION HAS BEEN TRANSFERRED TO NEW RECORD. DESTROY ON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-4, R14) (_____)

b Listings and reports used primarily to support stock fund general ledger update; to reconcile with the trial balance, and to reconcile to expense, obligation and reimbursement data in the General Accounting System (Rule 11 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)~~

3 **BUYER INTERFUND BILLS -- NON-FMS** (See NOTE 6*) Bills receipted and interfund zero balance listings (Rule 12 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILLED. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-91-13; AFMAN 37-139, T177-4, R13 02) (_____)

NOTES: 5 * Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

6 * Foreign Military Sales Seller and Buyer Interfund Bills are covered in Schedule 7360, Foreign Military Sales.

4 AUTOMATED MATERIEL ACCOUNTING SYSTEM (AMAS)

a Listings used primarily to review supply transactions and their effect on the accounting records. (Rule 13 in previous draft)

CUT OFF AFTER 3 MONTHS OR UPON RECEIPT OF NEW LISTING. (WHERE ANNOTATION IS REQUIRED, RETAIN RECORD UNTIL ANNOTATION HAS BEEN TRANSFERRED TO NEW RECORD.) DESTROY ON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-4, R14) (_____)

b Listings and reports used primarily to support stock fund general ledger update, to reconcile with the trial balance, and to reconcile to expense, obligation and reimbursement data in the General Accounting System (Rule 14 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.** (GRS 6, Item 1b)~~

5 MATERIEL ACCOUNTS PAYABLE SYSTEM (MAPS)

a Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces (Rule 15 in previous draft)

CUT OFF ON SUPERSESSION. DESTROY ON CUTOFF. (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R21) (_____)

b Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the data base (Rule 16 in previous draft)

CUT OFF ON SUPERSESSION. DESTROY ON CUTOFF. (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139 T177-4, R21) (_____)

c Open items obligations listings (Rule 17 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILLED. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-91-12, AFMAN 37-139, T177-4, R23) (_____)

d Products used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions used as support for journal voucher (Rule 18 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (See NOTE 5*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R24) (_____)

e Prompt Payment Act information list used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions (Rule 19 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-91-12, AFMAN 37-139, T177-4, R24) (_____)

NOTES: 4* Transfer annotations prior to destruction.

5* Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

f Listings produced by end-of-day programs used to verify transactions processed, notices of action, computation list/materiel payment forecast (Rule 20 in previous draft)

CUT OFF ON SUPERSESSION. DESTROY ON CUTOFF (See NOTE 4*) (N1-AFU-91-12, AFMAN 37-139, T177-4, R26) (_____)

g Voucher control log produced by end-of-day programs (Rule 21 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.**~~
~~(GRS-6, Item 1a)~~

h Daily Obligation Validation register (Rule 22 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (See NOTE 5*) (N1-AFU-91-12; AFMAN 37-139, T177-4, R29) (_____)

i End-of-day program listings (Rule 23 in previous draft)

CUT OFF ON COMPLETION OF CORRECTIVE ACTION. DESTROY ON CUTOFF. (N1-AFU-91-12, AFMAN 37-139, T177-4, R30) (_____)

NOTES: 4* Transfer annotations prior to destruction.

5* Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by DFAS-DE.

Schedule 7225, Vendor Pay Operations—Automated Data Processing Records

6 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

**SCHEDULE 7280,
NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT
RECORDS,**

governs disposition of records pertaining to nonappropriated funds (NAF)
maintained at Accountable Stations unless otherwise indicated.
(Reference Financial Management Regulation, DoD 7000.14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 BUDGETARY DATA

a Data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc (maintained at approving agency) (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T34-14, R2) (_____)

b Copies of documents described in 1a, above (maintained at NAF activities) (Rule 2 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T34-14, R2 01) (_____)

2 FINANCIAL STATEMENTS AND REPORTS

a Statements (including consolidated), reports of audit and of inspections (Rule 3 in previous draft) (maintained at preparing activities above Accountable Station level)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R3) (_____)

b Monthly and quarterly statements and reports, with substantiating data

(1) At preparing activities at Accountable Stations (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R4) (_____)

(2) At other than preparing activities (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF
(_____)

c Working papers, source documents, and other support data relating to statements and reports in 2a and 2b(1) (maintained at preparing activity) (Rule 6 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF
(_____)

d Informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports) (maintained at other than preparing activities) (Rule 7 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
(_____)

e Computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing (maintained at Processing Center) (Rule 8 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 4 MONTHS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R6 01) (_____)

3 **REPORTS**, such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories, e.g , welfare, membership, revenue producing and special funds (maintained at DFAS HQ and/or Major Commands)

a Command Consolidated Reports -- Yearend (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF
(_____)

b Command Consolidated Reports -- Monthly & Quarterly (Rule 10 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R6 02) (_____)

4 **CLAIMS** Reports of incidents, supporting and background evidence, with related correspondence that reflect on the loss of funds, accidents, entries/omissions in official records, military disciplinary actions and/or criminal actions, board proceeding data required to support a claim. (Rule 11 in previous draft)

CUT OFF ON SETTLEMENT OR CLOSURE OF CLAIM. DESTROY 4 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T34-14, R7) (_____)

5 **BOARD PROCEEDINGS** Reports, supporting data, and related correspondence that relate to NAF losses and investigations thereof which do not support a claim. (Rule 12 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R8) (_____)

6 **NAF CUSTODIAN CERTIFICATE.** Memorandum receipts of cash, other negotiable instruments, certificates of inventories of assets and liabilities assumed by a temporary replacement or successor custodian. (maintained by financial management officers) (Rule 13 in previous draft)

CUT OFF ON CHANGE OF CUSTODIAN. DESTROY 12 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T34-14, R9) (_____)

7 **INSURANCE**

a Property, group life, accident and health, theft, burglary/robbery, money and security, Workman's Compensation and Employer's Liability, Fidelity, required for protection of all NAF assets (Rule 14 in previous draft)

CUT OFF ON DISCONTINUANCE OF THE FUND. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R10) (_____)

b Control registers which provide a detailed record of all policies and self-insurance owed that are also used to compute the charges to be amortized each month (Item 15 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T34-14, R11) (_____)

8 **LOANS AND GRANTS** Requests for loan/grant, legal instruments (contract or agreement), and related control data used for control of payments made, balances due, etc (Item 16 in previous draft)

CUT OFF ON EXPIRATION, CANCELLATION OR TERMINATION OF LOAN OR GRANT. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R12) (_____)

9 **INVESTMENTS (GOVERNMENT OR GOVERNMENT AGENCY SECURITIES).** Savings bonds, treasury notes, bills, bonds and certificates, and documents used to negotiate transfer, reissue, deposit, and for redemption of the securities used for control of payments made, balances due, etc (Rule 17 in previous draft)

CUT OFF ON TRANSFER OR LIQUIDATION OF THE SECURITY. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T34-14, R13) (_____)

10 **GENERAL LEDGER** Ledger sheets in accounting books of final entry (Rule 18 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 7, Item 2)~~

11 **JOURNALS, REGISTERS, AND LEDGERS** Basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals (Rule 19 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF (N1-AU-90-3, AFMAN 37-139, T34-14 R15) (_____)

12 **MACHINE LISTINGS** Daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year-to-date summary, report file list-opr/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory status report, critical inventory, out-of-stock report, slow moving item report, control ledger report) (Rule 20 in previous draft)

CUT OFF ON COMPLETION OF RECONCILIATION. DESTROY 45 DAYS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T176-3, R15.01) (_____)

13 **WORKING FUNDS.** Reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips reflecting all deposits, reimbursements, and a running balance of cash in the bank (maintained at NAFFMB) (Rule 21 in previous draft)

CUT OFF AT END OF FISCAL YEAR OR LIQUIDATION OF THE FUNDS. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T176-3, R16) (_____)

14 MONTH-END WORKING PAPERS Records of bank (CBP) reconciliations, and other audit working papers used for detailing general ledger control account balances (Rule 22 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T176-3, R17) (_____)

15 DAILY REPORTS

a Reports of detail merchandise, cash, sales, food, service, which are record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report (Rule 23 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF, PROVIDED ACCOUNT IS CLEAR. (N1-AFU-90-3, AFMAN 37-139, T176-3, R18) (_____)

b Consolidated daily reports which are record copies used to support entries in cash receipt journals and for posting the subsidiary accounts receivable ledger. (Rule 24 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF, PROVIDED ACCOUNT IS CLEAR (N1-AFU-90-3, AFMAN 37-139, T34-14, R19) (_____)

16 ACCOUNTS RECEIVABLE Individual subsidiary records of amounts due the fund, and supporting documents reflecting merchandise sale on credit basis. (Rule 25 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T34-14, R21) (_____)

17 PREPAID EXPENSE (DEFERRED CHARGE). Accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods (Rule 26 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T34-14, R22) (_____)

18 DISBURSEMENTS. Checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchase of merchandise, supplies and services (Rule 27 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

19 COLLECTION. Cash collection receipts which are record copies reflecting collection of NAF membership dues, concession income and related collections (Rule 28 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

20 **HOSPITAL FUND ACCOUNTS.** Ledgers, journals, council books cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds. (Rule 29 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF
(GRS 6, Item 1a)

Schedule 7280, Nonappropriated Funds (NAF) Financial Management Records

21 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7300, ORIGINAL DISBURSING ACCOUNTS,**

governs disposition of records pertaining to original source documents
(Reference Financial Management Regulation, DoD 7000 14-R)

1. **ORIGINAL ACCOUNTS** Original collection and disbursement vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, Treasury statements and reconciliations, certificates of deposit, DJMS-RC information file (money lists), summaries, and cover sheets, retiree and annuitant substantiating information, voucher listings and summaries, VA Class N summaries, accounts receivable listings, and other comparable data to include NATO Infrastructure Program

a. **DFAS Centers and OPLOCs**

(1) **REGULAR ACCOUNTS**

CUT OFF AT END OF MONTH. TRANSFER 1 YEAR AFTER CUTOFF. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (See NOTES* 1² and 3) (GRS 6, Item 1a EXCEPTION), and NC1-AFU-76-67); (AFMAN 37-139, T177-5, R.4.01); (N1-AFU-90-3; AFMAN 37-139, T177-5, R1-3)

(2) **FMS CASES**

CUT OFF AT END OF MONTH IN WHICH FINAL PAYMENT MADE. DESTROY 30 YEARS AFTER FINAL PAYMENT (N1-361-95-1; DLA15015)1. FN940.5) (see NOTES* 3)

NOTES: 3* ~~3~~ **FROZEN RECORDS**

CUT OFF AT END OF FY. FREEZE RECORD UPON RECEIPT OF DIRECTION FROM NARA. DISPOSE OF 6 YEARS, 3 MONTHS AFTER CUTOFF, OR ONCE FREEZE HAS BEEN LIFTED, IF FREEZE HAS CAUSED RETENTION BEYOND NORMAL DISPOSAL DATE.

PK & log 12/3/99

PK & log 10/7/99 & 12/3/99

b. **Accountable Stations**

FORWARD TO SERVICING DFAS CENTER FOR APPLICATION OF DISPOSITION INSTRUCTIONS IN 1a(1) ABOVE. (GRS 6, 1a EXCEPTION) (NC1-AFU-76-67; AFMAN 37-139, T177-5, R.4.01); (N1-AFU-90-3; AFMAN 37-139, T177-5, R1-3)
Accounts and Supporting Documents pertaining to American Indians

*NOTES: 4**

~~NOT AUTHORIZED FOR DISPOSAL. SUCH RECORDS MUST BE RETAINED INDEFINITELY SINCE THEY MAY BE NEEDED IN LITIGATION INVOLVING THE GOVERNMENT'S ROLE AS TRUSTEE OF PROPERTY HELD BY THE GOVERNMENT AND MANAGED FOR THE BENEFIT OF INDIANS. (GRS 6, NOTE following Item 1a)~~

** See following page (schedule items 2a, 2b, 2c, and 2d).

NOTES 1.* A copy of the NATO Infrastructure Program vouchers will be kept with the prefinanced project files.
2.* See DoD 7000.14-R, Vol 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures.

(SCHEDULE 7300) (continued)

2. TRANSPORTATION BY FOREIGN CARRIERS (ORIGINAL ACCOUNTS) (maintained at Accountable Stations)

**** SCHEDULE ITEMS 2A, 2b, 2c, and 2d HAVE BEEN WITHDRAWN, PENDING REVISION OF DISPOSITION INSTRUCTIONS.**

a Original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries, and vouchers for the same service from foreign countries to the US

CUT OFF AT END OF PERIOD OF THE ACCOUNT. DESTROY 6 YEARS AFTER CUTOFF. (P E N D I N G)

b Copies of original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries, and vouchers for the same service from foreign countries to the US.

SUBMIT TO SERVICING DFAS CENTERS WITH ORIGINAL VOUCHER SUBMISSION (See NOTE 3*) (Exception to GRS 9, Item 1b) (P E N D I N G)

c Original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries, and vouchers for the same service from foreign countries to the US

FORWARD TO SERVICING DFAS CENTER AS DIRECTED (See NOTE 3*) (GRS 6, Item 1a EXCEPTION) (P E N D I N G)

d Copies of original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries, and vouchers for the same service from foreign countries to the US

SUBMIT TO SERVICING DFAS CENTERS WITH ORIGINAL VOUCHER SUBMISSION (See NOTE 3*) (GRS 6, Item 1a EXCEPTION) (P E N D I N G)

3. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. ()

b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. ()

SCHEDULE 7305,
MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR)
SYSTEM RECORDS,

governs disposition of working copies of records pertaining to the MAFR program at DFAS-DE,
the disposition of original records is shown in Schedule 7300, Original Disbursing Accounts
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 TRANSITORY WORK FILES Transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, Accountable Station file), interfund seller address file, records location, master listings of edit error and out-balance listings, miscellaneous correspondence

CUT OFF AT END OF MONTH. DESTROY 30 DAYS AFTER MONTH IN WHICH CREATED OR WHEN SUPERSEDED BY FILES UPDATE (N1-AFU-90-3, AFMAN 37-139, T177-29, R1)
(_____)

2 RCS 7112/7113 ACCOUNTANT WORKING FILES Transitory reference data, EDP listings of reconciliation differences, DFAS-DE/AA suspense by ADSN data, voucher and DA 14-94 rejects; records including forms, other ADP listing used in normal processing, EDP master cycle, by other listing, 7138 data and PIN listing, MAFR error listing; and other related listings

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS* AFTER THE FY IN WHICH CREATED (_____)

*DFAS-proposed increase in retention -- variance from N1-AFU-90-3, AFMAN 37-139, T177-29, R2 (30 days)

3 RCS 7112/7113 ADSN, DCASR, CADC INPUTS, DCMD. 7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and DFAS-DEE/AA suspense, and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to DAO cycle and month-end processing; includes data peculiar to AMC transportation processing

CUT OFF END OF FISCAL YEAR. DESTROY 2 YEARS AFTER THE FY IN WHICH CREATED (N1-AFU-90-3, AFMAN 37-139, T177-29, R3) (_____)

4 MAFR, OTHER SERVICE TRANSACTIONS FOR AIR FORCE. Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113, 8702 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER THE FY IN WHICH CREATED (N1-AFU-90-3, AFMAN 37-139, T177-29, R4) (_____)

5 CROSS DISBURSING ACTIVITY. Request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER THE FY IN WHICH CREATED (N1-AFU-90-3, AFMAN 37-139, T177-29, R5) (_____)

6 INTERFUND BILLING TRANSACTIONS EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings, various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing, delinquent case folders including buyer/seller correspondence and related records

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED OR RECONCILIATION OF CHARGES IS COMPLETED, WHICHEVER IS LATER. DESTROY 4 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-29, R6) (_____)

7 EDP MASTER CONTROL LISTING Command summary, OAC feedback, worldwide-nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data

CUT OFF AT END OF FISCAL YEAR. DESTROY 10* YEARS AFTER FY IN WHICH CREATED OR AFTER RECONCILIATION OF CHARGES IS COMPLETED, WHICHEVER IS LATER (_____)

(*DFAS-proposed increase in retention Variance from N1-AFU-90-3; AFMAN 37-139, T177-29, R7, which specifies "4 years" and "sooner".)

8 ADJUSTMENT VOUCHERS. SF 1080, Voucher for Transfers Between Appropriation and/or Funds, and SF 1081, Voucher and Schedule of Withdrawals and Credits, and related documents.

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10* YEARS AFTER CUTOFF (_____)

(*DFAS-proposed increase in retention, GRS 6, Item 1a exception)

9 UNLIQUIDATED OR DISCREPANT PAYMENTS AND COLLECTIONS Copies of disbursements and collections made in support of DFAS contracts processed through MAFR system

CUT OFF END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-91-19, AFMAN 37-139, T177-29, R9) (_____)

Schedule 7305, Merged Accountability and Fund Reporting (MAFR) System Records

10 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7310,
INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS,
AND ERRONEOUS PAYMENT CASE FILES,

governs disposition of records pertaining to internal control functions,
loss of funds, and erroneous payments (maintained at DFAS Centers or Accountable Stations).
(Reference. Financial Management Regulation, DoD 7000 14-R, Volume 5)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 TREASURY CHECKS AND SAVINGS BONDS CONTROL

a Transfer of checks report and related internal control records (maintained at Accountable Stations) (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-17, R1) (_____)

b Records on returned and undelivered checks and bonds (maintained at DFAS Centers and Accountable Stations) (Rule 2 in previous draft)

CUT OFF UPON RECORDING DISPOSITION OF THE CHECKS AND BONDS. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-17, R2) (_____)

2 APPLICATIONS TO KEEP CASH ON HAND Forms or other documentation used to approve keeping cash on hand (Rule 3 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS AFTER CLOSE OF FY TO WHICH IT PERTAINS. (N1-AFU-90-19, AFMAN 37-139, T177-17, R5) (_____)

3 CASH ACCOUNTABILITY CONTROL

a Analyses of daily cash accountability, receipt for transfer of cash and vouchers; transfer of currency, daily summary of cash collections; cashier's daily summary, and related data. (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-17, R6) (_____)

b Reports of overages and losses of public funds, and cash verification reports. (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.(See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-17, R7) (_____)

NOTE: 4* Destroy when all outstanding discrepancies have been cleared

4 APPOINTMENT ORDERS Administrative orders appointing individuals as the Accountable Official, Disbursing Officers, Agents, and Cashiers written designations of individuals within the office to execute certificates on vouchers and other records; signature cards pertaining to certifying officers, and related data. (Rule 6 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH ORDER IS REVOKED OR CANCELLED. DESTROY 6 YEARS AFTER CUTOFF (See NOTE 5*) (N1-AFU-90-3; AFMAN 37-139, T177-17, R8) (_____)

NOTE: 5* Records containing discrepancies identified by DFAS Centers will be held until corrective action has been taken; otherwise, destroy when eligible.

5 CONTROL FILES. Records containing Accountable Station codes, name and address of Accountable Stations and serial numbers of all checks for which they are accountable, name of installation, and serial number of check-signing equipment. (Rule 7 in previous draft)

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY ON CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-17, R9) (_____)

6 CONTROL LOGS. Forms used to provide reference and control of pay records, negotiable instruments, and similar data. (Rule 8 in previous draft)

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY 2 YEARS AFTER CUTOFF. (See NOTE 6*) (_____) (GRS 23, Item 8)

NOTE: 6* The more definite disposition is in keeping with proposals to update GRS 23.

7 RETURNED CHECKS AND BONDS. Original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds. (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-17, R12) (_____)

8 CHECK PHOTOSTATS Photostats of checks returned from the Treasury and forwarded to Centers for use in processing claims and in reconciling overdrafts and underdrafts (Rule 10 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CLAIM IS SETTLED. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-17, R13) (_____)

9 DEBIT VOUCHERS FOR CHECKING ACCOUNT DISCREPANCIES. Forms used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance checking account (Rule 11 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5* YEARS AFTER CUTOFF.
(_____)

(*DFAS-proposed increase in retention -- variance from N1-AFU-90-3; AFMAN 37-139, T177-17, R14)

10 TRANSMITTAL FORM. Forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last number of each sequence in the voucher, the Accountable Station codes, voucher numbers (Rule 12 in previous draft)

CUTOFF WHEN DAO ACCOUNTS ARE DESTROYED. DESTROY ON CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-17, R15) (_____)

11 MAJOR PHYSICAL LOSSES OF APPROPRIATED FUND Documentation establishing physical loss, convening authority appointment of investigating officer on board, reports of investigation and associated papers containing factual loss information, convening authority recommendations, appeals, correspondence and recommendations, grant or denial of relief, relief check information

a DFAS Centers (Rule 13 in previous draft)

CUT OFF ON DATE OF LAST ACTION. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-7, R2) (_____)

b Accountable Stations (Rule 14 in previous draft)

CUT OFF ON DATE OF LAST ACTION. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-7, R4) (_____)

12 MINOR PHYSICAL LOSSES OF APPROPRIATED FUNDS. Certification, investigatory reports, associated correspondence and recommendations, grant or denial of relief, relief check information

a DFAS Centers (Rule 15 in previous draft)

CUT OFF ON DATE OF LAST ACTION. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-7, R3) (_____)

b Accountable Stations (Rule 16 in previous draft)

CUT OFF ON DATE OF LAST ACTION. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-7, R4) (_____)

13 ILLEGAL, IMPROPER OR INCORRECT (ERRONEOUS) PAYMENT OF APPROPRIATED FUNDS Documentation establishing erroneous payment, appointments of investigating officers, reports of investigations, appeals, requests for relief, correspondence and recommendations, grant or denial of relief

a DFAS Centers (Rule 17 in previous draft)

CUT OFF ON DATE OF LAST ACTION. DESTROY 5 YEARS AFTER CUTOFF (_____)

b Accountable Stations (Rule 18 in previous draft)

CUTOFF ON DATE OF LAST ACTION. DESTROY 1 YEAR AFTER CUTOFF. (_____)

[NOTE: Schedule 7311 has been omitted from the revised version of this SF 115 because it duplicated Schedule 7310.]

Schedule 7310, Internal Control Records, Physical Loss of Funds, and Erroneous Payment Case Files

14 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7315, US SAVINGS BOND RECORDS,

governs disposition of records pertaining to US Savings Bonds
(maintained at DFAS Centers or Accountable Stations).

(Reference Financial Management Regulation, DoD 7000.14-R, Volume 5)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 TRANSMITTALS OR RECEIPTS Forms used to receipt/transmit inscribed or uninscribed Series EE bonds received/forwarded by Centers

CUT OFF AT END OF PAYROLL YEAR. DESTROY ONSITE 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-27, R1) (_____)

2 CLAIMS AND INQUIRIES. Correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond

CUT OFF ON COMPLETION OF TRACER ACTION. DESTROY AFTER CLAIMANT HAS RECEIVED BOND OR BOND HAS OTHERWISE BEEN ACCOUNTED FOR (N1-AFU-90-3; AFMAN 37-139, T177-27, R2) (_____)

3 APPLICATIONS AND CONTROL RECORDS Accountability records, used to control, verify and balance accountability and to answer inquiries

CUT OFF AT END OF PAYROLL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-27, R3) (_____)

4 CONTROL RECORDS FOR BONDS

a Lists of inscribed bonds held in or released from safekeeping at Centers, used to maintain accountability and include date and reason released. (Rule 4 in previous draft)

CUT OFF AT END OF PAYROLL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-27, R4) (_____)

b Quarterly history (Rule 5 in previous draft)

CUT OFF AT END OF PAYROLL YEAR. DESTROY 56 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-27, R5) (_____)

5 SAVINGS BOND REPORTS Reports of bond sales (Rule 6 in previous draft)

CUT OFF AT END OF PAYROLL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-27, R6) (_____)

Schedule 7315, U.S. Savings Bond Records

- 6 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.
- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7320, DISBURSING AND COLLECTION RECORDS,

governs disposal of records accumulated in Disbursing and Collection in the DAO
(Reference Financial Management Regulation, DoD 7000.14-R, Volume 5)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 DAILY CASH ACCOUNTABILITY Forms such as daily statements of accountability, daily summary of receipts, reimbursements and net disbursements, daily voucher control, cash collection record, daily voucher transmittal forms, and related data, used by the Disbursing Division to provide summary information to the accounting operations division or to reflect daily transactions with other areas

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR, 1 MONTH AFTER CUTOFF (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-19, R1) (_____)

2 MONTHLY CASH ACCOUNTABILITY Forms such as statements of accountability, statement of designated depository account, foreign currency reports with supporting records, schedules, and related data

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (NOTE 4*). (N1-AFU-90-3, AFMAN 37-139, T177-19, R2) (_____)

3 SUBSIDIARY ACCOUNTABILITY Subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b)

4 AGENT ACCOUNTABILITY Statements of agent officer's account forms, transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents

CUT OFF AT END OF FISCAL YEAR IN WHICH AGENT TRANSACTIONS ARE REFLECTED IN THE ACCOUNTS OF THE PRINCIPLE ACCOUNTABLE STATION. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)

5 IMPREST FUND ACCOUNTABILITY Reimbursement vouchers and other related records held by or for cash imprest fund cashiers

CUT OFF AT END OF FISCAL YEAR IN WHICH REIMBURSEMENT IS COMPLETED. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)

NOTE: 4 * Records containing discrepancies identified by servicing DFAS Center will be held until corrective action has been taken; otherwise, destroy when eligible

6 **CASHERING** Receipt for transfer cash and voucher forms, daily summary of cash collections, cashier accountability documents, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action.

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b)

7 **DEPOSITS.** Certificates of deposit forms (and similar forms used for limited depositories), schedule of cancelled checks (except those covered in rule 2), lists of checks and negotiable instruments, or copies of checks and instruments deposited, by-others chargeback/credit back listings

CUT OFF AT END OF FISCAL YEAR IN WHICH DEPOSITS HAVE BEEN VERIFIED OR UPON RESOLUTION OF ANY OUTSTANDING ADJUSTMENTS. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)

8 **SCHEDULE OF DEPOSITS** Schedule shows all deposit activity activity of a specific day's business (Rule 7 1 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF.

(_____)

9. **CHECK CONTROL**

a Daily forms and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance (Rule 8 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)

b Month-end check issue summary and associated detail check issue data which includes outstanding check depository files (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
(GRS 6, Item 1a)

10 **SEQUENCE CHECK LISTING** Breaks in check numbers for checks processed

CUT OFF AT END OF DAY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

(_____)

11 **CHECK ISSUE LISTING** Every computer-produced military payroll check issued by the Accountable Station

CUT OFF AT END OF DAY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

(_____)

12 **COMBINED CHECK ISSUE REGISTER** A list of checks and dollar amount per day, by check number. (Rule 11.1 in previous draft)

CUT OFF ON VERIFICATION THAT LEVEL 8 DATA WAS RECEIVED AND ACCEPTED BY DFAS-DE/AD. DESTROY ON CUTOFF. (_____)

13 SUBJECT MATTER AREA (SMA) PAYMENT DATA. List for each SMA of checks issued or Electronic Funds Transfer trace numbers for that SMA (Rule 12 in previous draft)

CUT OFF AT END OF DAY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

(_____)

14 REPLACEMENT CHECK. Application, unavailable check cancellations, advice of status, check copies, and related documents (maintained in DFAS Centers) (Rule 13 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

(GRS 6, Item 1a)

15 TREASURY CHECK ISSUE LIST. Check issue data, payroll check adjustments, and Treasury check adjustment report (Rule 14 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF

(_____)

16 FOREIGN CURRENCY CONTROL Limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger (Rule 15 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-19, R11) (_____)

17 INTERNATIONAL BALANCE OF PAYMENTS Summary payroll list (Rule 16 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-32, R44) (_____)

18 DAILY MESSAGE REPORT Messages pertaining to daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information (Rule 17 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-19, R12) (_____)

19 POSTING MEDIA. Records (other than source records) such as posting data transfers, and similar forms, used to provide input data to accounting (Rule 18 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF** (GRS 7, Item 4a)~~

20 J RECORD LISTING List of every J record passed to BQ (Rule 18 1 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 1 MONTH AFTER CUTOFF.

(_____)

21 LETTER OF TRANSMITTAL Submitted with original vouchers to DFAS-DE (Rule 19 in previous draft)

~~**CUT OFF MONTHLY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF** (GRS 6, Item 1a)~~

22 CONTINGENCY EXPENDITURES

a Forms such as copies of vouchers or subvouchers for confidential expenditures memo, sub-vouchers for reimbursements of confidential funds, and supporting funds (Rule 20 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF
(GRS 6, Item 1a)

b Intelligence contingency funds expenditure records (Rule 21 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.**~~
~~(GRS 6, Item 1a)~~

23 CURRENCY CONVERSION AND CONTROL Purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information when exchanging dollar instruments, foreign currencies, or military payment certificates (Rule 22 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-19, R15) (_____)

24 FOREIGN CURRENCY GAIN OR LOSS REPORT Detailed list of all gains and losses generated during re-evaluation of currency (Rule 23 in previous draft)

CUT OFF DAILY. DESTROY 1 YEAR AFTER CUTOFF (_____)

~~**25 UNVOUCHERED CHECK ISSUE OR UNVOUCHERED CASH COLLECTION**~~
~~Disbursing and collection journal records (Rule 24 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF**~~
~~(GRS 6, Item 1a)~~

26 IMPREST FUND DISCREPANCIES Information which reflects imprest fund shortages to include supporting and related information (Rule 25 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CASE IS CLOSED. DESTROY 2 YEARS AFTER CUTOFF. (_____)

27 IMPREST FUND ACCOUNTS Information which reflects receipt and accounting for imprest funds to include copies of reimbursement vouchers and receipts for funds entrusted to agent officers including acknowledgment of return of funds and statement of balance (Rule 26 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF
(_____)

28 INTEGRATED PAYING AND COLLECTING (IPC) AUDIT FILE REPORT. Reflects all activity in the IPC system during a specific day's business (Rule 27 in previous draft)

CUT OFF DAILY. DESTROY 1 YEAR AFTER CUTOFF (_____)

29 VOUCHER CONTROL LOG Daily list of voucher numbers used, voided, not used, and missing for each Service Member's Account (SMA) (Rule 28 in previous draft)

CUT OFF DAILY. DESTROY 3 MONTHS AFTER CUTOFF. (_____)

30 PAYMENT LISTING List of all checks issued where amount does not exceed maximum treasury file reporting amount and those checks paid in foreign currency (Rule 29 in previous draft)

CUT OFF DAILY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

31 PAYMENT LISTING FOR OVER-MAXIMUM TREASURY FILE AMOUNT. List of all treasury checks issued that cannot be reported to Treasury on file (Rule 30 in previous draft)

CUT OFF DAILY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

32 SCHEDULES OF VOIDED CHECKS AND SPOILED CHECKS Check number stored on the Data Management Center/Data Processing Center (DMC/DPC) that are considered void or spoiled for Treasury reporting (Rule 31 in previous draft)

CUT OFF DAILY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

33 EFT PAYMENT LISTING List of all EFT payments (Rule 32 in previous draft)

CUT OFF DAILY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)

Schedule 7320, Disbursing and Collection Records

34 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7330, ADJUDICATION RECORDS,

governs disposition of records pertaining to claims and collections for military and civilian personnel, e g ,
casualties, missing-in-action, killed-in-action, prisoner-of-war, dependencies
(maintained in DFAS Centers unless otherwise indicated)
(Reference Financial Management Regulation, DoD 7000.14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

~~1 ADJUDICATED PAY AND ALLOWANCE CLAIMS AND ALLOWED CLAIMS (MILITARY AND CIVILIAN) Records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods~~

~~CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS, 6, Item 10a)~~

~~2 DENIED PAY AND ALLOWANCE CLAIMS (MILITARY AND CIVILIAN) Records reflecting development and denial of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods~~

~~CUT OFF ON FINAL ACTION. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-8, R1 01) ()~~

~~3 CORRECTED MILITARY PAY AND ALLOWANCES Records used to adjudicate and make final determination of adjustment consistent with 10 U.S.C. 1532, Correction of Military Records~~

~~CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 10a)~~

~~4 DEPENDENCY FOLDERS Applications for basic allowance for quarters for members with dependents, applications for uniformed service identification and privilege card; correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/ eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, incapacitated children, students between the ages of 21 and 23, and all cases where relationship or dependency is questionable~~

~~CUT OFF ON SEPARATION OR SUBSEQUENT ACTION. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-26, R2) ()~~

~~5 CASUALTY RECORDS Correspondence and other data required to determine appropriate beneficiary to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments or 6 month's death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of unpaid accounts~~

~~CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 10a) ()~~

(AFMAN 177-8, R3)

(N1-AFU-90-3)

previously approved
PK & LCG
9/21/99

6 MISSING-IN-ACTION INFORMATION Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes

UPON DETERMINATION OF MEMBER'S STATUS, APPLY RULE 5 OR 7, AS APPROPRIATE
(N1-AFU-90-3, AFMAN 37-139, T177-8, R4) (_____)

7 PRISONERS-OF-WAR (POW) Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained while in a POW status

CUT OFF ON REMOVAL FROM POWER STATUS. DESTROY 56 YEARS AFTER STATUS:
(N1-AFU-90-3; AFMAN 37-139, T177-8, R4 01) (_____)

8 MIA, KIA, POW USSDP ACCOUNTS Quarterly cumulative records of missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) deposits/withdrawals, individual settlement files and settlement listings used to determine status and history of member's USSDP accounts

CUT OFF ON CLOSURE OF ACCOUNT. DESTROY 56 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-8, R4 02) (_____)

9 REMISSION/WAIVER OF INDEBTEDNESS

a Applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination (maintained at DFAS Centers) (Rule 9 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER FINAL ACTION
(GRS 6, Item 11a)

b Copies of applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination (maintained at Accountable Stations) (Rule 10 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b)

10 FRAUD OR FORGERY RECORDS. Reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection

a DFAS Centers (Rule 11 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-8, R6) (_____)

b Accountable Stations (Item 12 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-88-3, AFMAN 37-139, T177-8, R6 01) (_____)

11 COMMERCIAL ACCOUNT CLAIMS Information related to commercial invoices and accounts against the US submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information. (Rule 13 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 10a or Item 10b(1))

12 COLLECTION CASE FILES Records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of-service members whose indebtedness was incurred while on active duty. (Rule 14 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 10b(1) or 10b(3))

13 GARNISHMENT ACTIONS Case files containing legal opinions, supporting documents, legal process, pay over orders, copies of pay vouchers, and inquiries and general correspondence concerning garnishment of wages from military members and DoD civilian personnel for alimony and child support, bankruptcy and commercial indebtedness actions; also, applications under the Uniformed Services Former Spouse Protection Act for active duty and retired military members

a. DFAS Centers (Rule 15 in previous draft)

CUT OFF ON CLOSURE OF CASE. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-8, R12) (_____)

b. Accountable Stations (Rule 16 in previous draft)

CUT OFF ON CLOSURE OF CASE. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-8, R13) (_____)

14 ADMINISTRATIVE CLAIMS Documents relating to claims for money or property which were administratively determined to be due and owing the US for which the Government's right to collect was not extended (maintained in Accountable Stations) (Rule 17 in previous draft)

CUT OFF AT END OF FY IN WHICH THE GOVERNMENT'S RIGHT TO COLLECT FIRST ACCRUED. DESTROY 10 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 10b(2)(a))

[NOTE: 4 * Schedule 7332 has been omitted from revised version of this SF 115 because it duplicates schedule 7330.]

Schedule 7330, Adjudication Records

15 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7333, TRAVEL RECORDS,

governs disposition of records pertaining to the Defense Travel Pay Offices
(maintained in OPLOCs unless otherwise indicated)

(Reference Financial Management Regulation, DoD 7000 14-R, Vol 9)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 FOLLOW-UP MANAGEMENT PRODUCTS

a Listings used to perform follow-up on outstanding advances and obligations (Rule 1 in previous draft)

CUT OFF AT END OF DAY. DESTROY 1 MONTH AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-20, R12) (_____)

b Copies of follow-up letters and payroll deduction documents (Rule 2 in previous draft)

CUT OFF WHEN TRAVELER SUBMITS SETTLEMENT OR COLLECTION TRANSACTION IS PROCESSED. DESTROY ON CUTOFF (_____)

2 VALIDATION MANAGEMENT LISTINGS

a For-Others Audit List and Edit/Validation List (Rule 3 in previous draft)

CUT OFF AT END OF DAY. DESTROY 45 DAYS AFTER CUTOFF. (_____)

b Other listings used to validate system update (Rule 4 in previous draft)

CUT OFF AT END OF DAY. DESTROY 1 MONTH AFTER CUTOFF (_____)

3 OPTIONAL MANAGEMENT LISTINGS Listings used for technical evaluation, research, and/or as a reference. (Rule 5 in previous draft)

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY ON CUTOFF
(_____)

4 QUARTERLY MANAGEMENT LISTINGS. Listings used for the reconciliation of accounting data (maintained in Accountable Stations) (Rule 6 in previous draft)

CUT OFF AT END OF QUARTER. DESTROY 6 MONTHS AFTER CUTOFF (N1-AFU-91-15, AFMAN 37-139, T177-20, R12 01) (_____)

5 DISKETTE INTERFACE FILES Interface files used to transfer pertinent information and/or accounting data from one system to another (maintained in Accountable Stations) (Rule 7 in previous draft)

CUT OFF ON COMPLETION OF UPLOAD. DESTROY 5 WORKDAYS AFTER UPLOAD.
(NOTES 4, 5, 6*) (~~GRS-20, Item 1b~~)

NOTES: 4 * Workday equals one cycle.

5 * The interface diskette used to update RITA tax table must be maintained for 1 year from date of upload.

6 * The interface diskette used to update PDRMS is maintained until replaced.

6 RECORD OF TRAVEL PAYMENTS: THE AUTOMATED TRAVEL RECORD ACCOUNTING SYSTEM (ATRAS) Central Travel History record (CTHR) of master travel record information from OpLoc ATRAS data bases (maintained in DFAS-DE) (Rule 8 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH PAYMENT WAS MADE. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)

7 OBLIGATION DOCUMENTS Document used to support a confirmed reservation of funds which establishes legal liability for payment by the government (Rule 9 in previous draft)

CUT OFF UPON PAYMENT OR DEOBLIGATION OF RESERVED FUNDS. DESTROY 1 YEAR AFTER CUTOFF (_____)

8 CLAIMS Document(s) that support the submission of a doubtful travel claim (Rule 10 in previous draft)

CUT OFF UPON PAYMENT, DENIAL OR DEOBLIGATION OF FUNDS. DESTROY 1 YEAR AFTER CUTOFF OR, IF PAID, ATTACH TO TRAVEL VOUCHER. (GRS 6, Item 1b)

9 POSTING MEDIA. Records, other than source records such as journal vouchers, posting data transfer, and specialized posting media for machine applications, used to provide input data to the Accounts Management and Reconciliation Branch. (Rule 11 in previous draft)

CUT OFF WHEN DISCREPANCY IS CLEARED. DESTROY 90 DAYS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-20, R11) (_____)

10 TRAVEL VOUCHERS Copies of paid travel vouchers utilized to update the General Accounting System (Rule 12 in previous draft)

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b)

11 CONTROL LOGS Disbursement and collection travel voucher control logs (Rule 13 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-20, R10) (_____)

12 NONAVAILABILITY OF GOVERNMENT QUARTERS AND MESS Retained organizational copies of forms and related records (maintained at issuing/approving authorities). (Rule 14 in previous draft)

CUT OFF AT END OF DAY. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-32, R33) (_____)

13 TRAVELER CHARGE CARD PROGRAM Reports and associated documents used to administer government travel charge card program (maintained at unit coordinator or applicant office) (Rule 15 in previous draft)

~~**CUT OFF AT END OF YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

Schedule 7333, Travel Records

14 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7335, CIVILIAN PAY RECORDS,

governs disposition of civilian employee pay records
(maintained in Payroll Offices unless otherwise indicated)
(reference Financial Management Regulation, DoD 7000 14-R)

1. Individual pay records, forms, reports or mechanized listings in lieu thereof, containing information concerning all earnings, deductions and adjustments made to each associate's pay during a payroll year

~~a. Individual Pay Record (IPR)~~

~~CUT OFF AT END OF PAYROLL YEAR OR UPON SEPARATION OF EMPLOYEE. SEND TO NPRC AFTER 3 PAYROLL YEARS, WHETHER AUDITED OR UNAUDITED, WHERE THEY ARE DESTROYED WHEN 56 YEARS OLD. (NOTES 1, 2, 3 and 4*) (GRS 2, Item 1b)~~

b. Civilian Payroll System Databases

CUT OFF AT END OF PAYROLL YEAR. DESTROY 6 YEARS AFTER CUTOFF.
(_____)

NOTES: 4 9** Fire Protection and law enforcement personnel records

NOT AUTHORIZED FOR DISPOSAL. HOLD INDEFINITELY *PENDING COMPLETION OF A*

LITIGATION.

2. INDIVIDUAL LEAVE AND LEAVE TRANSFER PROGRAM RECORDS. Forms, official records used in lieu of forms, for recording official annual accumulation and use of associate's leave to include records of leave data transferred

a (Maintained in Payroll Offices)

CUT OFF AT END OF PAYROLL YEAR. DESTROY 6 YEARS AFTER CUTOFF.
(EXCEPTION: RETAIN INDIVIDUAL RECORDS PERTAINING TO CLAIMS RECEIVED PENDING SETTLEMENT (NOTES 2 and 3*). (_____))

~~b. (Maintained in Timekeeper's Area)~~

~~CUT OFF AT END OF PAYROLL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 2, Item 9b)~~

- NOTES:** 1 * Shipping records to NPRC: Include copies of pay or leave records which were forwarded to GAO for use of settlement of claims. If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size. Make yearly total of net payments; total must equal the net pay total for year shown on the payroll control register. Pack records for shipment as stated in shipping procedures. List the name and location of all Accountable Stations, other than the parent organization, for which civilian payroll services were performed during the period covered by records being shipped. (for Decentralized Payroll Offices)
- 2 * At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol 8. (for Decentralized Payroll Offices)
- 3 * Records containing discrepancies identified by responsible DFAS Servicing Centers will be held until corrective action has been taken; then apply disposition as indicated.

(SCHEDULE 7335) (continued)

~~3. INDIVIDUAL ATTENDANCE, FLEXTIME AND OVERTIME RECORDS, AND APPLICATIONS FOR LEAVE Source records supporting the official pay and leave records, including time and attendance reports, flexitime attendance such as sign in/out sheets, authorizations for premium pay or overtime, leave applications for jury and military duty and home leave, compensatory time, leave applications for other than home leave used to approve/disapprove or verify leave information to be posted to time and attendance forms, transfer and change of rate forms, separation notices, time recapitulation sheets, cancelled payroll checks, and other comparable or supporting data (maintained in timekeeper's area)~~

~~a. Official pay and leave records~~

~~CUT OFF AT END OF PAYROLL YEAR. DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER (NOTES 2, 4, AND 6*). (GRS 2, Items 7 and 8)~~

~~NOTES: 2* At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol 8. (for Decentralized Payroll Offices)~~

~~6* Supervisors may retain leave applications in office area until they are eligible for destruction.~~

~~6* Variable and flexitime records are held at supervisor's area until eligible for destruction.~~

*NOTES: 4**

~~Fire protection and law enforcement personnel records~~

~~NOT AUTHORIZED FOR DISPOSAL. HOLD INDEFINITELY. (—————)~~

~~4. APPLICATIONS FOR LEAVE Leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms (maintained in timekeeper's area).~~

~~CUT OFF AT END OF PAY PERIOD. DESTROY AT END OF FOLLOWING PAY PERIOD IF TIME AND ATTENDANCE FORM HAS BEEN INITIALED BY ASSOCIATE. (GRS 2, Item 6a)~~

~~5. INDIVIDUAL RETIREMENT RECORDS~~

~~a. Forms or comparable approved records used to record amounts deducted from employee's wages for retirement under Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)~~

~~(1) Payroll offices~~

~~CUT OFF UPON SEPARATION OR TRANSFER. FORWARD ALL HARD COPY INDIVIDUAL RETIREMENT RECORDS TO OFFICE OF PERSONNEL MANAGEMENT (OPM) (NI AFU 90-3, AFMAN 37-139, T177-21, R4) (GRS 2, Item 28)~~

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~~(2) Decentralized payroll office~~

~~CUT OFF UPON SEPARATION OR TRANSFER.~~

~~CSRS RECORDS: FOR SEPARATIONS (TO INCLUDE RETIREMENT OR DEATH) AND TRANSFERS TO OTHER AGENCIES/PAYROLL OFFICES, FORWARD TO OFFICE OF PERSONNEL MANAGEMENT (OPM); FOR TRANSFERS BETWEEN AGENCY PAYROLL OFFICES, FORWARD TO NEW PAYROLL OFFICE.~~

~~FERS RECORDS: FORWARD ALL FERS RECORDS TO OPM; FERS RETIREMENT RECORDS ARE NOT TRANSFERRED BETWEEN PAYROLL OFFICES (NI AFU 90-3, AFMAN 37-139, T177-21, R4) (GRS 2, Item 28)~~

FOR CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.

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(SCHEDULE 7335) (continued)

b Copies of individual retirement documents (SF 2806/SF 3100)(maintained in Payroll Offices)

CUT OFF UPON SEPARATION OR TRANSFER. DESTROY 12 MONTHS AFTER CUTOFF.
(_____)

c Microfilmed copies of individual retirement documents (SF 2806/SF 3100) and copies of registers of separations and transfers (SF 2807/SF 3103) used to recreate lost records, balance reports and answer inquiries (maintained in Payroll Offices)

CUT OFF UPON SEPARATION OR TRANSFER. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-21, R4 01) (_____)

d Forms or comparable approved records used to control documents maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions (maintained in Payroll Offices).

CUT OFF AT END OF PAYROLL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (NOTES 2 AND 4*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R5) (_____)

e SF 2812, Report of Withholdings and Contributions for Retirement, Health Benefits and Life Insurance, IRCN 1061 Quarterly Retirement Recapitulation Reports, Annual Summaries of Retirement Fund Transactions or Statements of Accountability, and/or other comparable approved records used in connection with CSRS/FERS reconciliations of differences with corresponding agency accounting deposit/clearing account records (maintained by Departmental Reporter).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER A COMPLETE RECONCILIATION CLOSEOUT WITH OPM HAS BEEN ACCOMPLISHED, AND ALL SF 2812/AGENCY ACCOUNTING SYSTEM OUT-OF-BALANCES DIFFERENCES ARE CORRECTED/CLEARED. (_____)

6. WAGE AND SEPARATION INFORMATION FILES. Forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims

CUT OFF AT END OF PAYROLL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (NOTE 2*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R6) (_____)

7. FEDERAL EMPLOYEES HEALTH BENEFITS

a Biweekly reports or records which include: Summary Page of Gross-to-Net Register, Health Benefit Lists by Carrier, SFs 2812 and 2812A Reports (Enrollees by Carrier), Payroll Office Employee Lists, Adjustments Made to Health Benefit Reports, Work Sheets of Adjustments Made, SF 2811 Reports, Discrepancy Letters from Carriers, and Semi-annual Headcount Reports

CUT OFF AT END OF PAYROLL YEAR IN WHICH LAST ENTRY WAS MADE. DESTROY 6 YEARS AFTER CUTOFF. (NOTE 2*) (_____)

NOTES 2 * At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000 14-R, Vol 8. **(for Decentralized Payroll Offices)**

*** DFAS-DE only:** Disposition is pending due to reconciliation purposes.

(SCHEDULE 7335) (continued)

b. Forms or comparable records used for registrations, changes of enrollment status, and related actions

CUT OFF ON TRANSFER, SEPARATION, RETIREMENT OR DEATH. FOR TRANSFERRED OR SEPARATED EMPLOYEES, DESTROY 60 DAYS AFTER TRANSFER OR SEPARATION OR WHEN UPDATED FORMS HAVE BEEN RECEIVED FROM THE CIVILIAN PERSONNEL OFFICE. FOR RETIRED OR DECEASED EMPLOYEES, DESTROY 6 MONTHS AFTER DATE OF SEPARATION OR DEATH (N1-AFU-90-3, AFMAN 37-139, T177-21, R7)
()

8. **INDIVIDUAL EARNING DATA** All other Treasury Department forms or comparable forms and magnetic media used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions

CUT OFF AT END OF PAYROLL YEAR. DESTROY 6 YEARS AFTER CUTOFF (NOTE 2*)
()

9. **INCOME TAX WITHHOLDINGS**

a. W-4 and/or state, county, or city equivalent withholding certificates used to determine rate of withholdings

CUT OFF WHEN SUPERSEDED OR ON SEPARATION OF EMPLOYEE. DESTROY 6 YEARS AFTER CUTOFF. ()

b Payroll copy of W-2, Wage and Tax Statement

CUT OFF AT END OF TAX YEAR. DESTROY JUNE 30 FOLLOWING END OF TAX YEAR (N1-AFU-90-3; AFMAN 37-139, T177-21, R8 exception) ()

~~10. **AUTHORIZED DEDUCTIONS.** Forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as savings bond authorization, charity donations, union dues, savings, Thrift-Savings Plan election form, and electronic funds transfer sign-up form.~~

~~**DESTROY WHEN NEW AUTHORIZATION HAS BEEN RECEIVED AND MASTER PAY RECORD (MPR) OR MASTER EMPLOYEE RECORD (MER) UPDATED. ON TRANSFERS, FORWARD TO GAINING PAYROLL OFFICE WHEN APPLICABLE; ON SEPARATIONS, DESTROY 30 DAYS AFTER SEPARATION (GRS 2, Items 14a, 16, and 17)**~~

11. **ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES** Forms or comparable records used to authorize payment of allowances and differentials.

CUT OFF AT END OF PAYROLL YEAR WHEN AUTHORIZATION IS TERMINATED. DESTROY 3 YEARS AFTER CUTOFF. (NOTE 2*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R10)
()

NOTES: 2 * At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol 8. (for Decentralized Payroll Offices)

¶ * For foreign nationals: Comply with local tax regulations.

(SCHEDULE 7335) (continued)

~~12. PAYROLL CONTROL REGISTERS. Payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year-to-date Pay Record Accessibility (PRA) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions~~

~~CUT OFF AT END OF PAYROLL YEAR. DESTROY AFTER GAO AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER (NOTES 2 and 4*) (GRS 2, Item 23a)~~

13. POSTING MEDIA. Records (other than source records) such as journal vouchers, posting data transfers, and other related specialized posting media for machine operations used to provide input data to accounting operations.

CUT OFF AFTER 90 DAYS OR 90 DAYS AFTER ANY DISCREPANCY IS CLEARED.
DESTROY ON CUTOFF (NOTE 2*) (N1-AFU-90-3; AFMAN 37-139, T177-21, R13)
(_____)

14. REPORTS Forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation

CUT OFF AT END OF PAYROLL YEAR. DESTROY 4 YEARS AFTER CUTOFF (NOTES 2 AND 6*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R14) (_____)

~~15. CLAIMS, WAIVERS, OR INDEBTEDNESS Records relating to claims, waivers, tax levies, garnishments, bankruptcies, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents.~~

~~CUT OFF AT END OF PAYROLL YEAR IN WHICH CLAIM IS SETTLED. DESTROY 3 YEARS AFTER CUTOFF. (NOTE 2*) (GRS 2, Item 18)~~

16. GAO OR OTHER AUDITORS EXCEPTIONS. Records relating to any exceptions taken by GAO or other auditors

CUT OFF WHEN EXCEPTIONS ARE CLEARED. DESTROY UPON CUTOFF (NOTE 2*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R16) (_____)

~~17. CONTROL LOGS Records used for recording disbursement and collection vouchers.~~

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR-AFTER CUTOFF. (NOTE 2*) (GRS 6, Item 1b)~~

NOTES 2 * At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol 8. (for Decentralized Payroll Offices)

4 * DFAS-DE only: Disposition is pending due to reconciliation purposes.

8 * TBA

(SCHEDULE 7335) (continued)

18. YEAR-TO-DATE LISTING

a. Biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc

CUT OFF BIWEEKLY. DESTROY 90 DAYS AFTER CUTOFF. (NOTE 2*) (N1-AFU-90-3, AFMAN 37-139, T177-21, R18) (_____)

b. Last biweekly listing of each quarter for cumulative pay, deductions and leave data

CUT OFF AT END OF QUARTER. DESTROY 3 PAYROLL YEARS AFTER CUTOFF. (NOTE 2*) (N1-AFU-90-3; AFMAN 37-139, T177-21, R18 exception) (_____)

19. LISTINGS (not covered by rules 1 through 18)

a. Products including but not limited to. permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listing in rules 1 through 18

CUT OFF AT END OF FISCAL YEAR. DESTROY AFTER GAO AUDIT OR 3 YEARS AFTER CUTOFF, WHICHEVER IS SOONER. (GRS 2, Item 22c)

~~b. Products including but not limited to. T&A register and temporary change list, management notice list, IBP weekly list, civilian accounting and expense list, retirement information report/list, leave list, variable balance list, employee directory, International Balance of Payments quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries.~~

CUT OFF WHEN ACTIONS ARE COMPLETED. DESTROY 2 YEARS AFTER CUTOFF. (GRS 2, Item 22a)

~~c. Products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed~~

CUT OFF WHEN ACTIONS ARE COMPLETED. DESTROY 2 YEARS AFTER CUTOFF. (GRS 2, Item 22a)

NOTE: 2* At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule. Comply with the requirements of DoD 7000.14-R, Vol 8. (for Decentralized Payroll Offices)

(SCHEDULE 7335) (continued)

20. BIWEEKLY THRIFT SAVINGS PLAN (TSP)

- a. Initial, recycle, and interim runs of active and inactive list and related error lists.

CUT OFF ON SUCCESSFUL TAPE PROCESSING. DESTROY WHEN DATA HAVE BEEN ENTERED INTO THE MASTER FILE OR DATABASE AND VERIFIED, OR WHEN NO LONGER REQUIRED TO SUPPORT RECONSTRUCTION OF, OR SERVE AS BACK-UP TO, A MASTER FILE OR DATABASE, WHICHEVER IS LATER. ()

- b. Final run of active and inactive list voucher/summary list

CUT OFF AT END OF PAYROLL YEAR. DESTROY 3 YEARS AFTER CUTOFF ()

- c. TSP-2, Certification of Transfer of Funds/Journal Voucher, Form TSP-5, Employee Data/Payment/Adjustment Records, and/or other comparable approved records used in connection with reconciliation of TSP differences with corresponding agency accounting deposit and clearing account records.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER A COMPLETE RECONCILIATION WITH THE NFC HAS BEEN ACCOMPLISHED, AND ALL NFC/AGENCY ACCOUNTING SYSTEM OUT-OF-BALANCE DIFFERENCES ARE CORRECTED/CLEARED, OR WHEN NO LONGER NEEDED (WHICHEVER IS LATER) ()

~~21. COLLECTION AND DISBURSEMENT VOUCHERS. Copies of vouchers and supporting documents.~~

~~CUT OFF AT END OF MONTH. DESTROY 1 YEAR AFTER CUTOFF. (NOTE 3*) (GRS 6, Item 1b)~~

22. OPTIONAL RECORD FOLDERS. Copies of forms authorizing deductions and entitlements used on an optional basis.

CUT OFF UPON TRANSFER OR SEPARATION OF EMPLOYEE. PULL THE INDIVIDUAL'S FOLDER, DISASSEMBLE IT, PUT THE VARIOUS FORMS AND RECORDS IN A CENTRAL FILE, THEN DISPOSE OF THEM PER APPROPRIATE RULES OF THIS SCHEDULE. (N1-AFU-90-3; AFMAN 37-139, T177-21, R23) ()

23. GROSS-TO-NET REGISTER. Record by employee of all entitlements and deductions

CUT OFF ON RECEIPT OF INDIVIDUAL PAY RECORDS. DESTROY UPON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-21, R24) ()

NOTES: 3 * Records containing discrepancies identified by responsible DFAS Servicing Centers will be held until corrective action has been taken; otherwise, destroy when eligible.

(SCHEDULE 7335) (continued)

24. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. ()

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. ()

SCHEDULE 7340,
DEFENSE JOINT MILITARY PAY SYSTEM -- ACTIVE
COMPONENT (DJMS-AC) RECORDS,

governs disposition of records pertaining to the Active Component Pay System
(maintained in Applicable DFAS Centers, except as otherwise indicated)
(Reference. Financial Management Regulation, DoD 7000 14-R)

~~1. **COLLECTION AND DISBURSEMENT VOUCHERS** Copies.~~

~~CUT OFF AT END OF MONTH IN WHICH ALL DISCREPANCIES OR OUT-OF-BALANCE
CONDITIONS ARE CREATED. DESTROY 1 YEAR AFTER CUTOFF. (GRS-6, Item 1b)~~

~~2. **DJMS-AC SUBSTANTIATING DOCUMENTS** Substantiating records for DJMS-AC,
including the original document transmittal listing with detailed mid-month and end-of-month payroll
listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and
supporting records such as reports of leave transactions, military pay orders, cadet pay orders, allotment
authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, and the
original DJMS-AC data change daily transaction register (DTR), original forms authorizing local payment
by Accountable Stations including messages and letters, and TLA entitlements.~~

~~a. **Applicable DFAS Centers**~~

~~CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (NOTE
1*) (GRS 6, Item 1a)~~

~~b. **Accountable Stations, MPFs, Military Relief Societies**~~

~~CUT OFF AT END OF MONTH. FORWARD ON CUTOFF TO SERVICING DFAS CENTER
FOR PROCESSING AS IN RULE 1a, ABOVE. (NOTES 2* AND 3*) (GRS 6, Item-1a)~~

~~NOTES: 4* Accounts and supporting documents pertaining to American Indians~~

~~NOT AUTHORIZED FOR DISPOSAL. SUCH RECORDS MUST BE RETAINED
INDEFINITELY SINCE THEY MAY BE NEEDED IN LITIGATION INVOLVING THE
GOVERNMENT'S ROLE AS TRUSTEE OF PROPERTY HELD BY THE GOVERNMENT AND
MANAGED FOR THE BENEFIT OF INDIANS. (GRS 6, Note)~~

3. **CONTROL LOGS** (maintained DFAS Centers and Accountable Stations)

a. Logs used to provide reference and control for records of disbursement, cross-
disbursement, and collection-voucher numbers for members

~~CUT OFF AT END OF MONTH. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b)~~

- NOTES :
- 1 * For DFAS-CL only: Transfer to FRC 2 years after the last day of the fiscal year in which document was transmitted.
For DFAS-DE only: Transfer to FRC 6 months after cutoff.
 - 2 * See DoD 7000.14-R, Vol 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures.
 - 3 * For DFAS-DE only: HQ Air Force Aid Society (AFAS) submits a microfilm of the source documents authorizing allotments to repay the AFAS loans to DFAS-DE by January 20 for the previous calendar year. The hardcopy source documents are maintained at HQ AFAS until the loan is repaid.

SCHEDULE 7340 (continued)

- b. Incoming and outgoing file transfer transmissions.

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-32, R28) (_____)

- c. Data collection log print listings of all messages, commands, and systems activity

CUT OFF AT END OF MONTH. DESTROY 30 DAYS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-32, R29) (_____)

4. **TRANSMITTAL LETTERS.** Forms and form letters used to transmit military pay documents (maintained at DFAS Centers and Accountable Stations)

CUT OFF AT END OF PAY PERIOD. DESTROY 60 DAYS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-32, R32) (_____)

- ~~5. **DAILY TRANSACTIONS.** Detailed records of all transactions received and actions taken, used for inquiry/audit purposes (maintained at DFAS Centers and Accountable Stations).~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

6. **DAILY TRANSACTION LISTING.** Detailed record of all transactions received and actions taken by Servicing Centers (maintained at Input Source)

CUT OFF AT END OF DAY. DESTROY 6 MONTHS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-32, R15) (_____)

7. **REJECTED TRANSACTION LISTINGS** Rejected transactions (maintained at Input Source)

CUT OFF AT END OF MONTH IN WHICH ALL DISCREPANCIES OR OUT-OF-BALANCE CONDITIONS ARE CORRECTED. DESTROY 90 DAYS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-32, R18) (_____)

- ~~8. **MANAGEMENT NOTICES.** Data identifying transactions which require manual processing.~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

9. **MASTER MILITARY PAY ACCOUNT (MMPA)** History of member's leave/pay transactions and leave and earnings data

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-30, R6) (_____)

10. **ALLOTMENT DATA**

~~a. Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program (USSDP)~~

~~**CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

(SCHEDULE 7340) (continued)

- b Operational copies of records in rule 9.

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-30, R8) (_____)

- c Transaction histories, blanket and VA voucher listings, debit and credit registers

CUT OFF AT END OF MONTH. DESTROY 3 MONTHS AFTER CUTOFF (_____)

- d Reference listings and cumulative 6-month allotment histories.

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-30, R10) (_____)

11. **LEAVE AND EARNINGS STATEMENTS (LES)** Monthly statement of member's leave and earnings.

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
(_____)

12. **DJMS-AC CENTRAL PAYMENTS** (maintained at DFAS Centers)

- a Listings by accountable Station code of products concerning amounts credited to financial organizations

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-30, R12) (_____)

- ~~b. Transmittal register and star report used for reference and balancing purposes~~

~~**CUT OFF AT END OF PAY PERIOD. DESTROY 1 YEAR AFTER CUTOFF.** (GRS 6, Item 1b)~~

13. **CENTRAL OR LOCAL PAY AUTHORIZATIONS** Changes to service members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations

CUT OFF AT END OF PAYROLL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-30, R15) (_____)

14. **SUMMARY ACCOUNT DATA**

- ~~a Transactions processed through summary account subsystem and are microform products used for balancing accounting reports, preparing miscellaneous indebtedness vouchers and reconciliation of clearing account analysis (maintained at Applicable DFAS Centers and Accountable Stations)~~

~~**CUT OFF AT END OF PAYROLL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF**
(GRS 6, Item 1a)~~

(SCHEDULE 7340) (continued)

b. Summarized information to control the MMPAs used to report to the fund manager on the financial position of the military pay appropriations (maintained at DFAS Centers).

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-30, R17) (_____)

C. 2
Summarized information to control the MMPAs used to report to the fund manager showing expenditures by entitlements and deductions for the month (maintained at DFAS Centers).

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-30, R18) (_____)

15. **VOUCHER BALANCING/RECONCILIATION** (maintained at DFAS Centers)

a Summaries of DJMS-AC payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-30, R19) (_____)

~~b. Subsidiary records used to reconcile voucher balancing for disbursements and collections; journal vouchers, worksheets; adjustment authorizations and other related data, used to reconcile pay/collection posting with MMPAs or with MAFR.~~

~~**CUT OFF WHEN RECONCILIATION IS COMPLETE. DESTROY 1 YEAR AFTER CUTOFF.**~~
(GRS 6, Item 1b)

16. **EDIT, RECONCILIATION, OR CONTROL DATA** (maintained at Applicable DFAS Centers and Accountable Stations)

a Products used in correcting rejects, reconciliation data, and controlling/balancing central payments and allotments relative to check number/address validation, changes of address, FITW and W-2 changes, SITW changes, nonmatches of company codes or addresses, out-of-balance totals, pay suppressions, zero pay authorizations, checkwriting totals, check transmittal lists, error lists, control totals, control cards, and similar products

CUT OFF WHEN PURPOSE HAS BEEN SERVED. DESTROY UPON CUTOFF.
(_____)

b. Products concerning transmission of data via mag tapes, listings, or other methods of transmission.

CUT OFF AT END OF MONTH. DESTROY 3 MONTHS AFTER CUTOFF.
(_____)

SCHEDULE 7340 (continued)

17. FEDERAL INCOME TAX WITHHOLDING (FITW), FEDERAL INSURANCE CONTRIBUTION ACT (FICA), STATE INCOME TAX WITHHOLDING (SITW)

a Amounts of FICA wages/deductions and FITW deductions for military members which are copies of quarterly reports sent to Social Security Administration, Internal Revenue Service, or State Taxing Authorities

CUT OFF ON PAYMENT OF TAXES. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-30, R24) (_____)

b Amounts of FICA wages/deductions and FITW/SITW deductions for military members which are copies used to determine benefits and answer inquiries.

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-30, R24.01) (_____)

18. TD FORM W-2 Data printed on member's TD Form W-2, used for inquiry purposes and to recreate TD Forms W-2.

CUT OFF AT END OF PAYROLL YEAR. DESTROY 4 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-30, R25) (_____)

~~**19. CLOSED SEPARATION/REENLISTMENT DATA.** MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation/reenlistment that reflect payments made (maintained at DFAS Centers)~~

~~**CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

20. MANAGEMENT CASE FILES Copies of dependency determinations (maintained at DFAS Centers).

CUT OFF ON TERMINATION OF DEPENDENCY. DESTROY 6 MONTHS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-32, R70 (similar)) (_____)

21. REFERENCE MATERIALS DJMS-AC company code directories, JFTR indexes, DJMS-AC locators, and similar products (maintained at DFAS Centers).

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-30, R11) (_____)

SCHEDULE 7340 (continued)

22. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. ()

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. ()

**SCHEDULE 7341,
TRAINEE MILITARY PAY SYSTEM (TMPS) RECORDS,**

governs disposition of records pertaining to basic military trainees (BMT)
(Reference Financial Management Regulation, DoD 7000.14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

~~1 **SUBSTANTIATING INFORMATION** Original or record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters~~

~~CUT OFF AT END OF MONTH. (See NOTE 4*) DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)~~

NOTE 4 * All original substantiating documents are submitted to Servicing Centers and retired per Schedule 7346, Military Pay Records Created Prior to Automation.

2 **MASTER BMT ACCOUNT** BMT history of trainee's leave/pay transactions and leave and earnings data

CUT OFF ON SEPARATION OR GRADUATION. DESTROY 3 MONTHS AFTER CUTOFF (_____)

3 **MANAGEMENT CASE FILES**

a. Detailed records of unit designation, number of personnel assigned, and associated pay dates. (Rule 3 in previous draft)

CUT OFF ON GRADUATION DATE. DESTROY 60 DAYS AFTER CUTOFF. (_____)

b ATM card issued by Paying & Collecting, used to provide payment to BMT (Rule 4 in previous draft)

CUT OFF ON GRADUATION PAYMENT. DESTROY UPON CUTOFF (_____)

c VCR tape containing continuous pictures of each ATM transaction (Rule 5 in previous draft)

CUT OFF AT END OF DAY. DESTROY 60 DAYS AFTER CUTOFF (_____)

d Copies of separation paperwork (Rule 6 in previous draft)

CUT OFF ON DATE OF SEPARATION. DESTROY 6 MONTHS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-32, R71) (_____)

e. Discretionary files based on local needs which may include unprocessed Article 15.
(Rule 7 in previous draft)

CUT OFF ON PCS, OR WHEN SUPERSEDED OR OBSOLETE (N1-AFU-90-3; AFMAN 37-139, T177-32, R70) ()

4 DATA COLLECTION LISTINGS. All transactions that processed, recycled, or rejected during an update. (Rule 8 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF. ~~(GRS-20, Item 1b)~~

5 REJECTED TRANSACTION LISTINGS. Rejected transactions. (Rule 9 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 90 DAYS AFTER CUTOFF. (See NOTE 5*) (N1-AFU-90-3; T177-32, R18) ()

NOTES: 5 * Records containing discrepancies identified by DFAS Centers will be held until corrective action has been taken; otherwise, destroy when eligible.

6 * Destroy when all outstanding irregularities or discrepancies have been cleared.

Schedule 7341, Trainee Military Pay System (TMPS) Records

6 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7342,
RESERVE OFFICER TRAINING CORPS (ROTC) PAY RECORDS,

governs disposition of Reserve Officer Training Corps (ROTC) Pay Records
(maintained at Accountable Stations)

(Reference Financial Management Regulation, DoD 7000 14-R)

1 PAY ORDERS Copies, substantiating documents and listings.

CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)

2 PAY REPORTS Reports pertaining to pay.

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)

3 SUMMARY OF EARNINGS LISTINGS Payroll listings, cumulative transaction listings

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 6, Item 5b)

4 COLLECTION AND DISBURSEMENT VOUCHERS. Copies of vouchers and supporting records maintained centrally for research and audit purposes

CUT OFF AT END OF MONTH. DESTROY 1 YEAR AFTER CUTOFF (See NOTE *) (GRS 6, Item 1b)

NOTE: * Records containing discrepancies identified by Servicing Centers will be held until corrective action has been taken; otherwise, destroy when eligible.

SCHEDULE 7343, CADET PAY RECORDS,

governs disposition of records pertaining to pay for Service Academy cadets
(maintained at Accountable Stations, unless otherwise noted)
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 CADET PAY Military pay records and other records pertaining to pay while in cadet status
(maintained at DFAS Centers)

CUT OFF ON GRADUATION OR SEPARATION. DESTROY 56 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-23, R1) (_____)

2 PAY STATEMENTS Pay statements of cadets

CUT OFF ON GRADUATION. DESTROY 4 YEARS AFTER CUTOFF. (NC1-461-82-1, R1)
(_____)

3 ACCOUNTING POSTING MEDIA Journal vouchers and other related specialized posting media for machine operations used to effect internal adjustment through accounting system (maintained at DFAS Centers and Accountable Stations).

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (NC1-461-82-1, R6) (_____)

4 TAX AND INTEREST DISTRIBUTION W-2 listings, quarterly FICA reports and state tax vouchers

CUT OFF AT END OF CALENDAR YEAR. DESTROY 6 YEARS AFTER CUTOFF. (NC1-461-82-1, R8) (_____)

5 TRANSMITTAL LETTERS Receipt copy of document transmittal letters

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-88-13, AFMAN 37-139, T177-11, R11) (_____)

6 DEBT MANAGEMENT CONTROL SHEETS Manual balancing sheets to mechanized system

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF. (N1-AFU-88-13; AFMAN 37-139, T177-11, R12) (_____)

7 OTHER CONTROL SHEETS Manual balancing sheets to mechanized system

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-88-13, AFMAN 37-139, T177-11, R12.01) (_____)

8 **TRUST LEDGERS** Ledger of trust revolving computerized balancing system

CUT OFF ON GRADUATION. DESTROY 1 YEAR AFTER CUTOFF. (NC1-461-82-1, R13)
(_____)

9 **GENERAL LEDGERS** Trial balance

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF**~~ (GRS 7, Item 4a)

10 **DOCUMENT CONTROL LOGS.** Logs of numbered source documents used to provide internal control of source documents

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 MONTHS AFTER CUTOFF. (NC1-461-82-1, R7) (_____)

Schedule 7343, Cadet Pay Records

11 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7344,
DEFENSE JOINT MILITARY PAY SYSTEM -- RESERVE
COMPONENT (DJMS-RC) RECORDS,

governs disposition of records pertaining to the Reserve Component Pay System
(maintained at Applicable DFAS Centers, except as otherwise noted)
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 DJMS-RC PAY -- MASTER HISTORY Originals of quarterly master file history, voucher and transaction data for computerized payments, drill pay.

CUT OFF AT END OF QUARTER. DESTROY 56 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-25, R5) (_____)

~~**2 DJMS-RC PAY.** Central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments, drill pay (maintained at Applicable DFAS Centers and Accountable Stations)~~

~~**CUT OFF AT END OF QUARTER. DESTROY 1 YEAR AFTER CUTOFF.** (GRS 6, Item 1b)~~

~~**3 SUPPORTING DOCUMENTS** Signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, drill attendance records, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out-of-service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments and other related records (maintained at Accountable DFAS Centers and DJMS-RC Payroll Offices).~~

~~**CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

4 FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)
Employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records

CUT OFF ON PAYMENT OF TAXES. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-25, R12) (_____)

5 SUBSIDIARY DATA Listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA, FITW, and SITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers, and other accounting data

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF PROVIDED THERE ARE NO OUTSTANDING DISCREPANCIES (N1-AFU-90-3; AFMAN 37-139, T177-25, R15 (1 yr, 1mth)) (_____)

6 **VOUCHERS-ACCOUNTING COPY** Copies of paid vouchers with supporting records that are used for accounting purposes

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF PROVIDED THERE ARE NO OUTSTANDING DISCREPANCIES (N1-AFU-90-3; AFMAN 37-139, T177-25, R15 (1 yr, 1 mth) (_____))

7 **DEBT MANAGEMENT** Debt management forms and data for in-service and out-of-service Reserve and National Guard members

~~**CUT OFF ON FINAL COLLECTION OR CASE CLOSURE. DESTROY 1 YEAR AFTER CUTOFF** (GRS 6, Item 1b)~~

8 **Posting Media** Records (other than source records), such as posting data transfers and similar forms, used to provide input data to accounting operations (maintained at Accountable Stations)

CUT OFF WHEN POSTING IS COMPLETED OR ALL DISCREPANCIES ARE CLEARED. DESTROY 90 DAYS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-25, R22) (_____))

9 **Listings and Tabulations** Included but not limited to edit lists, transactions registers, ledgers, reports maintained in monthly/quarterly/year-end increments (maintained at Accountable Stations)

CUT OFF UPON RECEIPT OF NEW LISTING. DESTROY UPON CUTOFF. (N1-AFU-90-3; T177-25, R11) (_____))

10 **Reference Materials** Locators, master tables, and other similar products used for reference purposes (maintained at Accountable Stations)

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-25, R20 & 21) (_____))

11 **Management Information** Computerized listings used for reports, historical data and for evaluation and control purposes (maintained at Accountable Stations)

CUT OFF *at end of FY* ~~**DESTROY 2 YEARS AFTER CUTOFF OR WHEN PURPOSE HAS BEEN SERVED, WHICHEVER IS SOONER**~~ (N1-AFU-90-3; AFMAN 37-139, T177-25, R13) (_____))

*HC/K.K. Korpanty
memo 6/2/99*

Schedule 7344, Defense Joint Military Pay System—Reserve Component (DJMS-RC)

12 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7345, MILITARY FHA CASE FILES,

governs disposition of records pertaining to FHA case files (maintained at DFAS Centers).
(Reference Financial Management Regulation, DoD 7000.14-R)

- ~~NOTES: 1 - This schedule includes records generated with word processing and electronic mail applications.~~
2 - The disposition will be applied to the official file as indicated.
3 - The electronic version of records created by the electronic mail and word processing applications will be
~~deleted when the file copy is generated or when no longer needed for reference or updating.~~

1 INDIVIDUAL CASE FOLDERS. Request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government received from military personnel through FHA relative to loans for purchase of private homes

CUT OFF WHEN CASE IS CLOSED. DESTROY 3 YEARS AFTER CUTOFF (See NOTE 4*)

NOTE: 4* Title 8, GAO Policy and Procedures Manual for the Guidance of Federal Agencies prescribes the 3-year retention.

Schedule 7345, Military FHA Case Files

2 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7346,
MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION,

governs disposition of military pay records created prior to automation to include active duty pay, reserve pay, retired pay, and annuity pay (maintained at Federal Record Centers (FRCs))
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 ACTIVE DUTY PAY RECORDS Military pay records and related records

CUT OFF ON CONVERSION TO DJMS. DESTROY ON OCTOBER 1, 2017 (40 YEARS AFTER IMPLEMENTATION OF JUMPS) ()

2 DJMS-RC LEAVE BALANCES Final leave balance (prior to JUMPS) listings

CUT OFF ON CONVERSION TO JUMPS. DESTROY 56 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-22, R7.01) ()

3 RESERVE AND NATIONAL GUARD (NG) PAY RECORDS Pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence

CUT OFF AT END OF PAYROLL YEAR. DESTROY 56 YEARS AFTER YEAR IN WHICH CREATED (See NOTE 4*) (N1-AFU-90-3, AFMAN 37-139, T177-25, R1)
()

NOTE: 4 * NG records not located at FRCs are located at the appropriate State Adjutant General

4 RETIRED PAY FOLDERS Source data used to establish and continue the pay of a retiree, to include retirement orders, data for pay of retired armed forces personnel, statement of employment, withholding certificates, Veteran Affairs and Office of Personnel Management waivers, etc , and records such as medical reports, court appointed fiduciary and other related papers pertaining to mentally incompetent individuals

*withdrawn
PK & LCG
9/21/99*

*PK & LCG
12/3/99*

OR REMOVAL FROM TEMPORARY DISABILITY RETIRED HIST

CUT OFF AT END OF CALENDAR YEAR IN WHICH DEATH OCCURRED. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 177-34, R1) ()

5 ANNUITANT PAY FOLDERS. Terminated due to death or termination of annuitant eligibility
(See NOTE 5*)

CUT OFF AT END OF CALENDAR YEAR IN WHICH TERMINATED. DESTROY 6 YEARS AFTER CUTOFF ()

NOTE: 5 * Limited income cases are subject to be reopened.

*withdrawn
PK & LCG
11/7/99*

Schedule 7346, Military Pay Records Created Prior to Automation

6 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7347, RETIRED PAY RECORDS

governs disposition of retired pay records maintained by DFAS-CL
(Reference Financial Management Regulation, DoD 70000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

~~4 - The cutoff and disposition instructions for Items 1-6 (below) are as follows:~~

CUT OFF AT END OF CALENDAR YEAR IN WHICH DEATH OCCURRED OR TERMINATED FROM RETIRED PAY SYSTEM. DESTROY 6 YEARS AFTER CUTOFF. (NI-AFU-90-3, AFMAN 37-139, T177-34, R1) (_____)

NOTE:
DISPOSITION
INSTRUCTIONS
FOR
ITEMS 1-6.

1 RETIREMENT DOCUMENTS/TRANSACTIONS Retired pay case jacket documents consisting of the retirement order or equivalent transaction (automated), Statement of Service, Tower Certification, and pay data form.

2 ENTITLEMENT/ELIGIBILITY RECORDS. Certificates of entitlement and eligibility including birth certificate (child), certificate of adoption (child), affidavit acknowledging paternity (child), marriage certificate (new spouse), affidavit supporting common law marriage (spouse), and certification of annuitant identity

3 THIRD PARTY ACCOUNT MANAGEMENT RECORDS Retired pay case jacket records covering minimum income individuals, incapacitated individuals, and disabled/minor individuals. These documents consist of guardianship papers, power of attorney, custodianship of minor, representative payee application, and child annuitant physicians certificate.

4 ACCOUNT COMPUTATION INFORMATION. Retired member account computation documents, including active duty death worksheets, VA (Minimum Income Widow) (MIW) accounts, Board for Correction of Military Records (BCMR) cases, social security statements (annuitant, offset), dependent's indemnity compensation (annuitant, VA offset), and requests for other income information (offset)

5 DEBT RECORD Retired pay records relating to debt incurred by the member. These records include the completed Pay Adjustment Authorization (DD Form 139), Request for Waiver of Indebtedness, and Waiver Determination letter.

6 LEGAL RECORDS. Two way memo included in retired member case jacket

7 TRUSTEE RECORDS FOR MENTALLY INCOMPETENT. (See NOTE 5*) Source data used to establish and continue payments to trustee in behalf of mentally incompetent member/retiree/annuitant terminated due to death, discharge, separation, appointment of legal representative or when member is declared competent

CUT OFF AT END OF CALENDAR YEAR YEAR IN WHICH TERMINATED. DESTROY 6 YEARS AFTER CUTOFF. (NI-AFU-90-3; AFMAN 37-139, T177-34, R5 & 6) (_____)

NOTE: 5 * If member is placed on the permanent or temporary disability-retired list, records will be retired per instructions for Items 1-6.

8 SURVIVOR BENEFIT PLAN (SBP) ELECTION CERTIFICATIONS/FORMS. SBP certification and forms consisting of Retired Serviceman's Family Protection Program (RSFPP) Election, Reserve Component Survivor Benefit Plan (RCSBP) Election, Service Secretary Driven Election, SBP application (MIW), SBP Plan Election certificate, SBP Open Season, SBP Election (former spouse), and Deemed SBP Election (former spouse)

CUT OFF ON DEATH OF MEMBER. ~~FORWARD TO DFAS-DE UPON CUTOFF~~ DESTROY SIX YEARS AFTER CUTOFF.
()

9 DEATH NOTICES Records documenting the death of a retired member These include the Report of Casualty (DD Form 1300), death certificates, and coroner's reports (in case of homicide)

PK & LCG
9/21/99

CUT OFF ON DEATH OF MEMBER. ~~FORWARD TO DFAS-DE UPON CUTOFF~~ DESTROY SIX YEARS AFTER CUTOFF.
()

10 TAX RECORDS Retired member tax records which include the W-4, and the annual tax option certification and former spouse records which include the W-4P.

CUT OFF AT END OF TAX YEAR. DESTROY 4 YEARS AFTER CUTOFF.
()

11 RPS PAY MASTER FILE HISTORY (MICROFICHE) -- MONTHLY/QUARTERLY. Account identification, entitlement data, pay and allotment data, accounts receivable, and transaction history

a. **DFAS-CL** (Rule 11 in previous draft)

CUT OFF AT END OF CALENDAR YEAR. DESTROY 10 YEARS AFTER CUTOFF.
()

b. **Functional areas at DFAS-CL** (Rule 12 in previous draft)

CUT OFF AT END OF MONTH. DESTROY AFTER RECEIPT OF NEXT COPIES
()

c. **Central reference area in DFAS-CL** (Rule 13 in previous draft)

CUT OFF AT END OF QUARTER. DESTROY 56 YEARS AFTER CUTOFF.
()

Schedule 7347, Retired Pay Records

12 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7348, ANNUITANT PAY RECORDS,

governs disposition of records in any media which are created by or support the annuitant pay system at DFAS-DE, as well as other systems containing similar records at other DFAS Finance Centers
(Reference Financial Management Regulation, DoD 7000.14-R)

1. ANNUITANT PAY ACCOUNTS -- MAIL IMAGE ROUTING AND OPTICAL RECORDING SYSTEM (MIRORS) OPTICAL DISKS.

a Annuitant Pay Accounts (See NOTE 1*)

CUT OFF AT END OF CALENDAR YEAR IN WHICH TERMINATED DUE TO DEATH OR TERMINATION OF ELIGIBILITY. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-34, R2) (_____)

NOTE: 1 * Limited income cases are subject to be reopened.

b Source data used to establish and continue payments to annuitants, such as application for annuity, Dependency Indemnity Compensation, Social Security information, certificate of continued eligibility minimum income claims, request for federal income tax withholding, custodianship certificate, correspondence, other documenting evidence, retiree death gratuity information, survivor benefit elections, emergency information, claim for arrears of retired pay, divorce decrees, death certificates, marriage certificates (Rule 1 in previous draft)

CUT OFF AT TERMINATION. DELETE 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-34, R1) (_____)

2. CAPS PAY MASTER FILE HISTORY (MICROFICHE) -- MONTHLY/ QUARTERLY. Account identification, entitlement and pay data, accounts receivable and transaction history.

a. DFAS-DE

CUT OFF AT END OF CALENDAR YEAR. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-34, R12) (_____)

b. Functional areas in DFAS-DE

CUT OFF AT END OF MONTH. DESTROY AFTER RECEIPT OF NEXT MONTH-END COPIES (N1-AFU-90-3, AFMAN 37-139, T177-34, R13) (_____)

c. Central reference area in DFAS-DE

CUT OFF AT END OF QUARTER. DESTROY 56 YEARS AFTER CUTOFF (exception to N1-AFU-90-3, AFMAN 37-139, T177-34, R11 -- 40 years) (_____)

~~3. **SUBSTANTIATING DATA (PAY AFFECTING)** Indebtedness, payroll deduction agreements, and other source data used to change the net pay of an annuitant filmed with the Micrographic Information Management System (MIMS).~~

~~**CUT OFF ON DATE FILMED. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF** (GRS 6, Item 1a)~~

(SCHEDULE 7348) (continued)

~~4. VOUCHER DATA~~

~~a Annuitant original voucher listings and summaries, blanket company and financial organization listings and summaries, and accounts receivable listings, check payment detail, and other related data~~

~~CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)~~

~~b. Operational copies of records in Rule 4a~~

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (GRS 6, Item 1b)~~

5. **RECONCILIATIONS.** Subsidiary data used to reconcile voucher balances for disbursement and collections, uncleared transactions, lot proof listings, pay status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings.

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR, 1 MONTH AFTER CUTOFF. (NOTE 2*) (N1-AFU-90-3; T177-34, R18) (_____)

NOTE: 2 * Destroy when all outstanding irregularities or discrepancies have been cleared.

6. **TAX DATA.** Federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, annuitant W2P control lists

CUT OFF AT END OF TAX YEAR. DESTROY 4 YEARS AFTER CUTOFF. (N1-AFU-90-3; T177-34, R21) (_____)

7. **MANAGEMENT DATA.** Data which reflects the activity of the annuitant pay systems internal examination records, and other related records used for statistical and management purposes

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (N1-AFU-90-3, T177-34, R19) (_____)

8. **WORKLOAD CONTROL SYSTEM (WCS) (MICROFICHE).** Record of purged document control numbers of MIMS reels.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 10 YEARS AFTER CUTOFF. (_____)

9. **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES**

a Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED. (_____)

(SCHEDULE 7348) (continued)

b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

()

SCHEDULE 7349,
MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) RECORDS,

governs disposition of records pertaining to MCTFS at DFAS-KC

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

~~1 **COLLECTION AND DISBURSEMENT VOUCHER.** Original collection and disbursement vouchers, statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers~~

~~CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)~~

~~2 **MCTFS SUBSTANTIATING DOCUMENTS** Substantiating records for MCTFS, including the original documents transmittal listing with detailed mid-month and end-of-month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records~~

~~CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)~~

3 **DAILY TRANSACTIONS** Detailed records of all transactions received and actions taken, used for inquiry/audit purposes

CUT OFF AT END OF DAY. DESTROY 6 MONTHS AFTER CUTOFF
()

4 **REJECTED TRANSACTIONS**

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF (NOTE 4*)
()

NOTE: 4 * Destroy when all outstanding irregularities have been cleared.

5 **MANAGEMENT NOTICES** Data identifying transactions which require manual processing

~~CUT OFF AT END OF MONTH. PLACE ON MICROFICHE AND DESTROY SOURCE DOCUMENTS UPON VERIFICATION OF THE MICROFICHE. DESTROY MICROFICHE 6 YEARS, 3 MONTHS AFTER CUTOFF (Is there enough of a volume to warrant using microfiche for such a short period of time?) If however, the records are no longer being microfiched, then CUT OFF AT END OF MONTH. TRANSFER TO FRC 3 YEARS AFTER CUTOFF. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)~~

6 **MASTER MILITARY PAY ACCOUNT (MMPA)** History of member's leave/pay transactions and leave and earnings data.

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF
()

7 **ALLOTMENT DATA** Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program and transaction histories

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF

()

8 **LEAVE AND EARNING STATEMENTS (LES)** Monthly statement of member's leave and earnings

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

(GRS 6, Item 1a)

9 **MCTFS PAYMENTS** Regular and special payments issued to Marine Corps Active and Reserve members bi-monthly

CUT OFF AT END OF FISCAL YEAR. DESTROY 50 YEARS AFTER CUTOFF

()

10 **VOUCHER BALANCING RECONCILIATION** Summaries of MCTFS payment transactions, used to reconcile payment posting with MMPAs

CUT OFF WHEN PAYROLL HAS ACHIEVED MILITARY PAY VOUCHER/REGISTERED (MPV/Reg) BALANCED. DESTROY 13 MONTHS AFTER CUTOFF

()

11 **FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)**

a Copies of amounts of FICA wage deductions, FITW, and SITW deductions for military members used to determine benefits and answer inquiries. (Rule 11 in previous draft)

CUT OFF AT END OF FISCAL YEAR. TRANSFER TO MICROFORM 3 YEARS AFTER CUTOFF. DESTROY 56 YEARS AFTER CUTOFF. (SSIC 7430/10B2) (

SECNAV INST 5212.5C exception

~~b Federal Income Tax (FITW), State Income Tax Withholding (SITW), and Federal Insurance Contribution Act (FICA) Copies of quarterly reports sent to Social Security Administration or Internal Revenue Service reflecting amounts of FICA wage deductions, FITW and SITW deductions for military members. (Rule 12 in previous draft)~~

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (GRS 2, Item 13b)

12 **CLOSED SEPARATION REENLISTMENT DATA ACCOUNT** MPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation reenlistment and reflect payments made (Rule 13 in previous draft)

~~**CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 6, Item 1a)**~~

13 **DATA COLLECTION LISTINGS** All transactions that processed, recycled, or rejected during an update (Rule 14 in previous draft)

CUT OFF BI-MONTHLY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF

()

Schedule 7349, Marine Corps Total Force System (MCTFS) Records

14 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

3 FMS ADMINISTRATIVE BUDGET

a Originals or copies of documentation relating to estimating, distributing, and executing the budget (Rule 5 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR IN WHICH ALLOCATED. DESTROY 5 YEARS AFTER CUTOFF.~~ (GRS 5, Item 3a)

b Equipment inventory records for items purchased under the FMS Administrative Budget (Rule 6 in previous draft)

CUT OFF WHEN SUPERSEDED. DESTROY UPON CUTOFF. (_____)

4 FMS CONTRACT FILES Copies of Paying or Accounting Office Contract files containing FMS fund citations (Rule 7 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CONTRACT IS CLOSED. DESTROY 10 YEARS AFTER CUTOFF (_____)

5 FMS COLLECTION AND DISBURSEMENT VOUCHERS

a. Original collection and disbursement vouchers (Rule 8 in previous draft)

CUT OFF AT END OF MONTH IN WHICH CASE IS CLOSED. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-3, R12) (_____)

b Copies of vouchers and supporting records maintained centrally for research and audit purposes (Rule 9 in previous draft)

~~CUT OFF AT END OF FISCAL YEAR IN WHICH RECONCILIATION COMPLETE. DESTROY 1 YEAR AFTER CUTOFF.~~ (GRS 6, Item 1b)

6 FMS BILLING DOCUMENTATION

a Copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence, delivery, and case control listings. (Rule 10 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-3, R9) (_____)

b. Microfiche of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence delivery and case control listings (Rule 11 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-3, R9) (_____)

7 COMMAND REIMBURSEMENTS. Command lists, accounts payable lists, non-interfund transaction lists, and other products supporting FMS reimbursements to commands (Rule 12 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-3, R13) (_____)

8 **ARMY AND NAVY LOAD MATERIAL** Initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation. (Rule 13 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-3, R16) (_____)

9 **INTERFUND BILLS FOR FMS CUSTOMERS** Buyer and seller listings, transactions, and data (Rule 14 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILL CLEARS. DESTROY 10 YEARS AFTER CUTOFF (_____)

10 **ARMY INTERFUND.** Billing data which consists of Army Input Totals List, rejected Army interfund transactions, Army interfund unmatcheds by product control number (PCN), register of delete out-of-balance actions taken, in-balance summary cards list, retail stock loss allowance transactions, interfund zero balance listings, unidentified input to Deputate for Security Assistance converter, FMS interfund summary transactions, history file, and other records pertaining to Army interfund. (Rule 15 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILL CLEARS. DESTROY 10 YEARS AFTER CUTOFF (_____)

11 **REPORTS OF DISCREPANCIES (RODs)** Financial RODs and related correspondence (Rule 16 in previous draft)

CUT OFF AT END OF FISCAL YEAR AFTER DISCREPANCY IS RESOLVED. DESTROY 10 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-3, R15) (_____)

12 **ACCOUNTS RECEIVABLE AND PAYABLE CASE FILES** International and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements between US and foreign countries or international organizations (originals at Department of State), evidence support rendered or received, and collection and payment actions. (Rule 17 in previous draft)

*PK at HOG
deletion 12/7/99
7/12/3/99*

CUT OFF AT END OF FISCAL YEAR IN WHICH FINAL ACTION OR PAYMENT IS MADE. DESTROY 10 YEARS AFTER CUTOFF. (See NOTE 4*) (N1-361-95-1; DLA 5015.1; FU 940. ←
30 _____)

NOTE: 4* Do not destroy until all corrective actions required by any audit have been accomplished.

13 **SHIPPING RECORDS** Machine listings, material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Programs, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the FMS Program (formerly the Reimbursable Aid (RMA) Program) (Rule 18 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH CASE CLOSED. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-3, R4) (_____)

Schedule 7360, Foreign Military Sales (FMS) Records

14 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7400, REVOLVING FUND RECORDS

governs disposition of records pertaining to the revolving fund
(Reference. Financial Management Regulation, DoD 7000.14-R)

~~NOTES. 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 INDUSTRIAL FUNDS (maintained at DFAS Centers and Accountable Stations)

- a Printing requisitions (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-4, R1) (_____)

- b Ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry) (Rule 2 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (See NOTE 4*) (N1-AFU-90-3, T177-4, R2) (_____)

2 STOCK FUNDS

- a Subsidiary ledgers, journal vouchers, books of original entry (including commissary journals) (maintained at DFAS Centers and Accountable Stations) (Rule 3 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (See NOTE 4*) (N1-AFU-90-3, T177-4, R2) (_____)

- b Computer listings of Accountable Station input comprised of prevalidation, edit errors, stock record account number status, out-of-balance, and in-balance (maintained at DFAS Centers) (Rule 4 in previous draft)

~~**CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF** (GRS 8, Item 7b(2))~~

- ~~3 **GENERAL LEDGERS.** Books of final entry (manual and machine form ledgers) (Rule 5 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF** (GRS 7, Item 2)~~

NOTE: 4 * Destroy these records in annual blocks and only if there are no outstanding discrepancies for which corrective actions are prescribed by servicing DFAS Center.

4 FINANCIAL STATEMENTS

a. Monthly, quarterly, semi-annual and annual financial statements such as statement of financial condition, change in capital of the fund, etc., and division trial balances (maintained at DFAS Centers). (Rule 6 in previous drafts)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-4, R6.01) (_____)

b. Copies of statements (maintained at Accountable Stations). (Rule 7 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-4, R6)

c. Year-end statements (maintained at Accountable Stations) (Rule 8 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-4, R5)

5 STANDARD MATERIEL ACCOUNTING SYSTEM (U1100/BJ) PRODUCTS (maintained at OPLOCs and DAOs)

a. Records used to identify authorized users of the system and to list transaction validation tables at base level which consist of: Fund Code Table (UEO), General, Ledger Account Description Table (UFO), List of Authorized SMAS Users (UMO), List of Modified SMAS Users (UM1), Proof of Accounts Table (UHO), Sales Code Description Table (UGO), Transaction ID Code Table Report. (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF. (GRS 6, Item 5a; and GRS 20, Items 1a, 1b, and 3a)

b. Records used to effect monthly reporting, perform monthly reconciliations, or satisfy research requirements which consist of Aerospace Guidance and Meteorology Center File OBJKDA), AF Stock Fund Trial Balance Report File (OBJSBA), Air Force Materiel Command File (OBJKEA), Detail Record vs GLA Reconciliation List (VMO), Followup to Depot File (OBJTDB), Medical Materiel Management Report File (OBJSVA), Selective Transaction History (SQO). (Rule 10 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 6, Item 5b; and GRS 20, Item 3a)**~~

c. Voucher for Transfers Between Appropriations and/or Funds (UAA) used to effect the transfer of funds (billings). (Rule 11 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 6 MONTHS AFTER CLOSE OF FY IN WHICH FINAL PAYMENT WAS MADE, PROVIDED THERE ARE NO DISCREPANCIES FOR WHICH CORRECTIVE ACTION IS PRESCRIBED. (GRS 6, Item 1a; and GRS 20, Item 3a)**~~

d. Daily Transaction History (SOO), Reject Suspense (TCO) used to validate the results of daily transaction processing. (Rule 12 in previous draft)

~~**CUT OFF AT END OF MONTH. DESTROY 3 MONTHS AFTER CUTOFF. (GRS 20, Item 1b)**~~

e. AF Stock Fund Report Requests (UKO), Daily Processing Summary Section 1 (FLO), Daily Processing Summary Section 2 (FMO) used to validate interface transaction input and output. (Rule 13 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 3 MONTHS AFTER CUTOFF. (~~GRS 20, Item 1b~~)

f. Records used to perform and document required reconciliations and provide SMAS database information to other users for further analysis which consist of: Accounts Receivable Detail List (SNO), Accounts Receivable Summary List (SCO), Acquisition Fund Control Report (SSO), AF Stock Fund Approved Operating Program (SGO), AF Stock Fund Approved Operating Program Status (SFO), AF Stock Fund IMR/GLA Reconciliation (SJO), AF Stock Fund Obligation Flash Report (SKO), Bill Number Log (UBO), BNR 150 Day Followup List (VDO), BNR 60 Day Followup List (VCO), Cost of Operations Division Sales Report (HFO), Daily Interfund Processing Control List (VHO), Duc-Out Reconciliation Report (HBO), Followup to Depot (VBO), Interfund Accounts Payable Open Item List (VJO), Inventory Reconciliation Report (HAO), MEDLOG Duc-In vs SMAS Interfund Detail Reconciliation List (VNO), MILSTRIP Research and Followup List (VEO), Reimbursable Issues/Sales & Creditable Returns Analysis (SDO), Stock Fund Inventory Management Report (STO), Transaction Stratification (SEO), Unprocessed Interfund Detail Transactions (VGO). (Rule 14 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (GRS 6, Item 1b; and ~~GRS 20, Item 3a~~)

g. AF Stock Fund Proof of Accounts (SHO), AF Stock Fund Trial Balance (SAO), Deleted Reject List (VTO), Medical Materiel Management Report (RCS: HAF-SGS(M)7136)(SRO), Monthly Transaction History (SPO), Post Closing Audit Listing (SIO). (Rule 15 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF, PROVIDED ANY CORRECTIVE ACTION REQUIRED BY AUDIT HAS BEEN ACCOMPLISHED. (GRS 6, Item 3b; and ~~GRS 20, Item 3b~~)

h. Collection Voucher Log (UCO), Disbursement Voucher Log (UDO). (Rule 16 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (~~GRS 6, Item 1a~~)

6 STANDARD MATERIAL ACCOUNTING SYSTEM (SMAS) (maintained at Accountable Stations)

a. Materiel accountant errors/messages; stock fund managers' errors/messages. (Rule 17 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 30 DAYS AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-4, R9) (_____)

b Processing control. (Rule 18 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-4, R10) (_____)

c. General ledger audit update. (Rule 19 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (~~GRS 7, Item 2~~)

d. Trial balance, proof of accounts (Rule 20 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (See NOTE 4*)
(N1-AFU-90-3, AFMAN 37-139, T177-4, R11) (_____)

NOTE: 4 * Destroy these records in annual blocks and only if there are no outstanding discrepancies for which corrective actions are prescribed by servicing DFAS Center.

e Consolidated payment history list (Rule 21 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3,
AFMAN 37-139, T177-4, R12) (_____)

7 **SELLER INTERFUND BILLS -- NON-FMS (See NOTE 5*)** Bills distributed to buyers
(maintained at Accountable Stations) (Rule 22 in previous draft)

CUT OFF AT END OF FISCAL YEAR IN WHICH BILLED DESTROY 1 YEAR AFTER CUTOFF
(N1-AFU-91-13; AFMAN 37-139, T177-4, R13)

NOTE: 5 * Transfer annotations prior to destruction.

Schedule 7400, Revolving Fund Records

8 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

**SCHEDULE 7600,
INTERNAL AUDIT AND INSPECTION RECORDS,**

governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures (maintained in DFAS offices responsible for performing audits or inspections, unless otherwise noted)

(Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 AUDIT/INSPECTION PROGRAMMING Records pertaining to planning, organizing, directing, and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records

CUT OFF WHEN SUPPERSEDED OR OBSOLETE. DESTROY ON CUTOFF (N1-507-93-2, Item 185)

2 REPORTS OF AUDIT. Report created upon completion of an audit to show findings, recommendations, and similar information and to track followup actions taken to correct identified deficiencies

CUTOFF WHEN ALL DEFICIENCIES HAVE BEEN CORRECTED. DESTROY 2 YEARS AFTER CUTOFF (N1-507-93-2, Item 186)

3 COMMANDER'S AUDIT PROGRAM. Reports of audit (held by installation commanders or their staff)

CUT OFF WHEN PURPOSE HAS BEEN SERVED. DESTROY UPON CUTOFF (N1-507-93-2, Item 187)

4 RISK ASSESSMENTS. Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units.

CUT OFF ON COMPLETION OF VULNERABILITY ASSESSMENT. DESTROY 5 YEARS AFTER CUTOFF (N1-507-93-2, Item 188)

5 STATEMENTS OF ASSURANCE Letters stating compliance or noncompliance with internal control objectives

CUT OFF ON COMPLETION OF NEXT COMPARABLE STATEMENT. DESTROY 5 YEARS AFTER CUTOFF. (N1-507-93-2, Item 189)

6 ANNUAL STATEMENT OF ASSURANCE SENT TO SECDEF (RCS: DD-COMP (AR) 1618) Annual reports including description of evaluation report of material weakness, status of corrective action and other similar records (maintained at DFAS HQ)

CUT OFF ON COMPLETION OF NEXT COMPARABLE STATEMENT. DESTROY 5 YEARS AFTER CUTOFF. ()

Schedule 7600, Internal Audit and Inspection Records

7 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7700, REPORTS OF SURVEY,

governs disposition of records pertaining to reports of survey (ROS) and related documents (maintained in DFAS Centers, unless otherwise noted)

(Reference Financial Management Regulation, DoD 7000.14-R and Accounting and Reporting for Government Property Lost, Damaged or Destroyed, DoD 7200 10-M)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 CASE FILES

~~a Records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property, investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof, actions taken on debts resulting from assessments. (Rule 1 in previous draft)~~

~~CUT OFF AT END OF CYCLE. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)~~

b Retained copies of reports of survey or records and related correspondence (Item 2 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T23-23, R2) (_____)

c Retained copies of reports of survey or records used to support supply system stocks inventory adjustment vouchers, or adjustment to in-use accountable property record items (Rule in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T23-23, R3) (_____)

d Retained copies of reports of survey or records pertaining to damage to government motor vehicles (Rule 4 in previous draft)

CUT OFF ON FINAL ACTION. DESTROY 3 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T23-23, R4) (_____)

e Retained copies of reports of survey or records used to support assessment of financial liability (maintained at Accountable Stations) (Rule 5 in previous draft)

CUT OFF ON COLLECTION OF ASSESSMENT OR VOIDANCE OF FINANCIAL LIABILITY. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T23-23, R5) (_____)

2 REGISTERS Form registers and comparable forms that provide a complete record of each report of survey (maintained at DFAS Centers and Accountable Stations) (Rule 6 in previous draft)

CUT OFF ON TERMINATION OF REGISTER. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T23-23, R6) (_____)

3 GAO NOTICES Notices of exceptions that are issued by GAO against disbursing and accounting officers charged with appropriated funds (maintained at DFAS Centers and Accountable Stations) (Rule 7 in previous draft)

CUT OFF AFTER GAO CLEARANCE. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T23-23, R7) (_____)

Schedule 7700, Reports of Survey

4 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

**SCHEDULE 7705,
FINANCIAL PROPERTY ACCOUNTING RECORDS,**

governs disposition of records pertaining to financial property accounting
(Reference Financial Management Regulation, DoD 7000-14R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
2 - The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file.
3 - Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.~~

1 AUTOMATED RECORDS (maintained at DFAS Centers and Accountable Stations)

a Detail and summary records (Rule 1 in previous draft)

and DELETE UPON

CUT OFF ON RECONCILIATION. DESTROY UPON CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-13, R1) (_____)

b Listings and tabulations (Rule 2 in previous draft)

and DELETE UPON

CUT OFF ON RECEIPT OF NEW LISTING. DESTROY UPON CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-13, R2) (_____)

*PK elcg
9/2/99*

2 BASIC TRANSACTIONS (maintained at Accountable Stations)

a Financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents (Rule 3 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-13, R5) (1 year increase in proposed retention) (_____)

b FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports. (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-13, R6) (1 year increase in proposed retention) (_____)

Schedule 7705, Financial Property Accounting Records

3 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

**SCHEDULE 7710,
FINANCIAL STATEMENTS AND CONTROLLED REPORTS,**

governs disposition of records pertaining to financial statements and
controlled accounting and finance reports
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes records generated with word processing and electronic mail applications.
2 - The disposition will be applied to the official file as indicated.
3 - The electronic version of records created by the electronic mail and word processing applications will be
deleted when the file copy is generated or when no longer needed for reference or updating.~~

1 CONSOLIDATED STATEMENTS AND REPORTS

a Records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules (maintained at DFAS Centers and Accountable Stations) (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-1, R4) (5-year increase in proposed retention) (_____)

b Consolidated statements and reports related to expired and merged ("M") accounts (maintained at Accountable Stations) (Rule 2 in previous draft)

~~**CUT OFF AT END OF FISCAL YEAR IN WHICH APPROPRIATE ACCOUNT IS CLOSED OR ALL OBLIGATIONS IN THE CLOSED ACCOUNT ARE LIQUIDATED. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (GRS 6, Item 1a)~~

~~2 **STATEMENT OF ACCOUNTABILITY** SF 1219, or comparable forms and supporting records reflecting summarizations of all collections, disbursements, and transfers for each account month (maintained at Accountable Stations) (Rule 3 in previous draft)~~

~~**CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.** (See NOTE 4*) (GRS 6, Item 1a)~~

~~NOTE: 4 * Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by servicing DFAS Centers.~~

3 **STATEMENT OF DESIGNATED DEPOSITORY ACCOUNT** Original SFs 1149 and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers (maintained at DFAS Centers) (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-1, R5) (_____)

4 **CONTROLLED REPORTS** Correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by DFAS for submission to other government agencies and Congress

a. **DFAS Centers** (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-1, R6) (_____)

- b. **Accountable Stations.** (Rule 6 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-1, R7) (_____)

5 REPORT OF ACCOUNTING AND FINANCE ACTIVITIES (RAFAS) Workload and manhour data

- a. **DFAS Centers** (Rule 7 in previous draft)

CUT OFF AT END OF CALENDAR YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-1, R9) (_____)

- b. **Accountable Stations** (Rule 8 in previous draft)

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-1, R8) (_____)

6 USER CHARGES REPORTS AND REPORTS OF SERVICES RENDERED

a Consolidated reports, feeder reports, correspondence, and related data (maintained at DFAS Centers) (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-10, R1) (_____)

b Copies of consolidated reports, feeder reports, correspondence, and related data (maintained at Accountable Stations). (Rule 10 in previous draft)

CUT OFF ON COMPLETION OF FOLLOW-ON REPORT. (See NOTE 5*) **DESTROY UPON CUTOFF** (N1-AFU-90-3, AFMAN 37-139, T177-10, R2) (_____)

NOTE 5 * If the report contains discrepancies, destroy 1 year after discrepancies are reconciled by servicing DFAS Centers.

Schedule 7710, Financial Statements and Controlled Reports

7/6

ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7740, LOGISTICS ACCOUNTING RECORDS,

governs disposition of records pertaining to accounting records at Logistics activities only
(Reference Financial Management Regulation, DoD 7000 14-R)

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1 BASIC TRANSACTIONS Cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations used to record one year's cost.

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-14, R1) (_____)

2 ELECTRONIC ACCOUNTING MACHINE (EAM) TRANSACTIONS AND TABULATIONS

a Daily detail transactions (Rule 2 in previous draft)

CUT OFF WHEN RECONCILIATION WITH PERIODIC SUMMARIES IS COMPLETE. DESTROY UPON CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-14, R3) (_____)

b Periodic summary transactions (except budget justification cost summary transactions), tabulations and correction sheets (Rule 3 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-14, R4) (_____)

c Daily listings, when consolidated in monthly listings (Rule 4 in previous draft)

CUT OFF AT END OF MONTH. DESTROY 90 DAYS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-14, R6) (_____)

3 HISTORICAL COST DATA Summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-14, R7) (_____)

4 MATERIEL ACCOUNTS PAYABLE (MAP) MAINTENANCE AND REHABILITATION PROJECT RECORDS Detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales (Rule 6 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-14, R8) (_____)

5 R&D JOB ORDER COST ACCOUNTING SYSTEM (JOCAS)

- a** Job order estimates and job order time sheets. (Rule 7 in previous draft)

CUT OFF ON COMPLETION OF JOB ORDER. DESTROY 6 MONTHS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-1, R10) (_____)

- b.** Records reflecting cost structure of job order standard rates and manhour rates (Rule 8 in previous draft)

CUT OFF WHEN SUPERSEDED. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139 T177-1, R11) (_____)

- c** JOCAS tables, register listings, detailed listings, and management reports (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-1, R12) (_____)

- d** Monthly job order register listings other than last month of FY. (Rule 10 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF. (N1-AFU-90-3; AFMAN 37-139, T177-1, R13) (_____)

- e.** Job order master history listing (Rule 11 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-1, R14) (_____)

- f** JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY. (Rule 12 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-1, R15) (_____)

Schedule 7740, Logistics Accounting Records

6 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7750,
FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED
REPORTS,

governs disposition of records pertaining to financial statements and
controlled finance and accounting reports (maintained at DFAS Centers and OPLOCs)
(Reference. Financial Management Regulation, DoD 7000 14-R)

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1 CASH ACCOUNTING

a Reports and supporting records showing cash accountability status of financial activities through disbursement and collection transactions (Rule 1 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-31, R1) (_____)

b Year-end finals of above reports and statement of transactions and (foreign transactions) reports commitments, obligations, disbursement and collections (Rule 2 in previous report)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, 177-31, R2) (_____)

c Consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report (Rule 3 in previous report)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-31, R3) (_____)

2 APPROPRIATION ACCOUNTING DATA Reports and supporting records portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections (Rule 4 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT, WHICHEVER IS LATER. (GRS 6, Item 1a)

3 APPROPRIATION ACCOUNTING DATA-YEAR-END FINALS Reports of appropriation reimbursements year-end finals, reports of status of project by obligation allotment code, year-end finals, report of budget execution finals, report of budget execution finals, and annual report under Section 1311, Supplemental Appropriation Act of 1955 (Public Law 663) (Rule 5 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CLOSURE OF APPROPRIATE ACCOUNT OR LIQUIDATION OF ALL OBLIGATIONS IN THE CLOSED ACCOUNT, WHICHEVER IS LATER (GRS 6, Item 1a)

4 EXPENSE ACCOUNTING DATA

a Reports and supporting records showing the expense incurred in selected activities (Rule 6 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF (N1-AFU-90-3, AFMAN 37-139, T177-31, R7) (_____)

b. Fourth quarter report of reimbursable property disposal expenses (Rule 7 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-31, R7) (_____)

5 FINANCIAL STATEMENTS (GENERAL LEDGERS)

a. Reports and supporting records showing the financial position of DFAS and selected activities (Rule 8 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 7, Item 2)

b Financial statements required by TD Circular 966, industrial fund statements and schedule for annual budget estimate for industrial fund, stock fund statements and schedule for annual budget estimate for stock fund, and consolidated trial balance. (Rule 9 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF (GRS 7, Item 2)

6 MISCELLANEOUS TYPE ACCOUNTING DATA A variety of reports and supporting records not classified in rules 1 through 9. (Rule 10 in previous draft)

CUT OFF AT END OF FISCAL YEAR. DESTROY 3 YEARS AFTER CUTOFF. (GRS 7, Item 4a)

Schedule 7750, Financial Statements, Schedules and Controlled Reports

7 **ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7755, LEDGERS, VOUCHERS, AND LISTINGS,

governs disposition of records which are common to all functional areas within the accountable station
(Reference Financial Management Regulation, DoD 7000 14-R)

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1 GENERAL LEDGERS Ledgers, allocation files, and command files

~~CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF~~
~~(GRS 6, Item 1a)~~ GRS 7/2

2 RECONCILIATION LISTINGS Credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings

CUT OFF AT END OF MONTH. DESTROY 6 MONTHS AFTER CUTOFF. (N1-AFU-90-3, AFMAN 37-139, T177-6, R2) (_____)

3 DAILY AUDIT LISTS Reconciled mechanical lists

CUT OFF AT END OF DAY. DESTROY 1 MONTH AFTER CUTOFF (N1-AFU-90-3; AFMAN 37-139, T177-6, R3) (_____)

Schedule 7755, Ledgers, Vouchers, and Listings

4 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

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- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7800, DEFENSE CONTRACT FINANCING RECORDS,

governs disposition of records pertaining to advance payment pool agreements and indebted contractors contracting activities (maintained at DFAS-CO Contract Government Debt Office)
(Reference Financial Management Regulation, DoD 7000.14-R)

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1 ADVANCE PAYMENT POOL AGREEMENTS Documentation relating to Advance Payment Pool Agreements with nonprofit educational institutions

CUT OFF ON EXPIRATION OF AGREEMENT. DESTROY 4 YEARS AFTER CUTOFF
(_____)

2 INDEBTED CONTRACTORS. Documentation pertaining to delinquent debts of defense contractor

CUT OFF ON DATE OF FINAL ACTION. DESTROY 6 YEARS AFTER CUTOFF (NC1-AFU-80-47; AFMAN 37-139, T177-2, R5) (_____)

Schedule 7800, Defense Contract Financing Records

3 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

- a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

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DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.

SCHEDULE 7801,
MECHANIZATION OF CONTRACT ADMINISTRATIVE
SERVICES (MOCAS) RECORDS,

governs disposition of records accumulated by individual offices while carrying out the operational business of contract payment offices at DFAS Columbus Center and its offsite locations
(Reference Financial Management Regulation, DoD 7000 14-R)

~~NOTES: 1 - This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications.
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~~1 **PAYING OFFICE CONTRACT FILES.** Payment records for contracts which may include DD Forms 250, basic contracts/modifications, contractor invoices, payment vouchers and subvouchers, and any other document required to effect payment~~

~~**CUT OFF ON CLOSURE OF CONTRACT. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF**
(See **NOTE 4***) (GRS 3, Item 3a(1))~~

~~**NOTE:** 4 * Files known to be pertinent to unsettled claims, incomplete investigations, or pending litigations will not be destroyed until settlement of the claim or completion of the investigation or litigation.~~

2 **SHIPMENT CONTROL RECORDS.** Documents maintained to ensure prompt receipt of Material Inspection and Receiving Reports and invoices These may include reports and listings

CUT OFF ON COMPLETION OF THE RELATED CONTRACT; EXCEPT THOSE RELATING TO TRANSFERRED CONTRACTS AND CONTRACT NUMBER CHANGES, CUT OFF ON TRANSFER OR CHANGE IN CONTRACT NUMBER. DESTROY 1 YEAR AFTER CUTOFF
~~(NN-168-94, _____) (_____)~~

3 **RECONCILIATIONS** Subsidiary data used to reconcile voucher balances for disbursements and collections, uncleared transactions, status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR, 1 MONTH AFTER CUTOFF OR WHEN ALL OUTSTANDING IRREGULARITIES OR DISCREPANCIES HAVE BEEN CLEARED
~~(NI AFU 90-3; _____) (_____)~~

4 **CONTRACT LOCATOR DATA** Locator cards, registers, data sheets, and summary listings used to tract the location of contract files.

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF (GRS 23, Item 8)

5 **MANAGEMENT INFORMATION REPORTS** Statistical reports and management summaries generated from the MOCAS database for reference and management purposes.

~~**CUT OFF WHEN SUPERSEDED BY SUBSEQUENT REPORT/SUMMARY. DESTROY 2 YEARS AFTER CUTOFF.** (GRS 3, Item 4a)~~

6 **DATA COLLECTION LISTINGS.** All transactions that proccssed, recycled or rejected during an updatc.

CUT OFF AT END OF MONTH. DESTROY 2 MONTHS AFTER CUTOFF. (GRS 20, Item 1b) (—————)

7 **SUBSTANTIATING INFORMATION.** Original or record transmittal listing with supporting records that effect changes/adjustment to the MOCAS databasc or ~~related matters.~~

~~**CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (GRS 6, Item 1a)**~~

Schedule 7801, Mechanization of Contract Administrative Services (MOCAS) Records

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