

Request for Records Disposition Authority - Continuation

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>In discharging these functions, the program records of the Bureau of Government Financial Operations are grouped into the following major subject categories:</p> <ol style="list-style-type: none"> 1. GENERAL 2. ADMINISTRATION 3. BANKING AND CASH MANAGEMENT 4. AUDITS AND FINANCIAL MANAGEMENT 5. DISBURSEMENTS AND CLAIMS 6. GOVERNMENTWIDE ACCOUNTING <p><u>GENERAL (Series 100)</u></p> <p>All operating elements in the Bureau accumulate records of a general nature. This section of the schedule is prepared for all offices generating such records as described herein.</p> <p>1. <u>Policy and Procedures Records.</u> Records of the policies, plans, procedures, techniques and day-to-day operations of the Bureau in carrying out the functions for which it is responsible.</p> <p style="padding-left: 40px;">Permanent: Transfer to Federal Records Center when office needs have ended. Offer to National Archives when 20 years old.</p> <p>2. <u>Administrative Files.</u> Correspondence, memoranda and other file material of a housekeeping nature consisting of budget, fiscal, personnel, supply and other operations common to all offices as distinguished from the records relating to the specific programs of an individual Division or Branch.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>3. <u>Chronological Files.</u> Copies of outgoing correspondence arranged by date and maintained for periodic review by staff members or for convenient reference.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>4. <u>Working papers.</u> Includes rough drafts, notes, and materials accumulated in the development of a final product.</p> <p style="padding-left: 40px;">Destroy upon completion of project or action or after 1 year if purpose has been served.</p>		

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5.	<p><u>Technical Reference Material.</u> Copies of motion pictures, sound recordings, still photographs, maps, graphics, and similar materials maintained for reference purposes.</p> <p>Destroy when superseded or obsolete, <u>except</u> accountable or reusable material which will be returned to the source of supply.</p>		
6.	<p><u>Committees, Conferences and Meetings.</u> Copies of documents pertaining to office participation in or association with committees, conferences, meetings and related activities.</p> <p>Destroy when 1 year old or when purpose has been served.</p>		
7.	<p><u>Reports (General).</u> This file Includes trip reports, narrative reports, activity reports and similar reports maintained for reference.</p> <p>Destroy when 2 years old. Earlier destruction is authorized.</p>		
8.	<p><u>Transitory Files.</u> Correspondence, messages and other documents maintained for reference; copies of documents which require no official action; letters of transmittal; routine requests for information and replies thereto involving no administrative or policy decisions and no special compilations or research. Note: To maximum extent practicable, transitory papers should be destroyed without filing. File only when needed for more than 30 days.</p> <p>Destroy when 1 year old. Earlier destruction is authorized.</p>		

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	<p style="text-align: center;"><u>ASSISTANT COMMISSIONER, ADMINISTRATION (Series 200)</u></p> <p>The Assistant Commissioner, Administration is responsible for: providing assistance concerning the application of laws, regulations and proposed legislation, as well as decisions of the Courts and administrative bodies, as they bear upon Bureau operations; and functions relating to the overall administration of the Bureau.</p> <p><u>Executive Staff - Part I</u></p> <p>The Executive Staff coordinates the legislative programs of the Bureau, handles other congressional matters, and functions on the executive level through administration of matters involving providing technical assistance to divisions and staff heads on administrative regulations of the Bureau, central direction of the program for improvement of services to the public, and program coordination of all matters affecting national security information or material.</p> <p>This Staff is also responsible for administering the Equal Employment Opportunity program and the incentive awards program within the Bureau.</p> <p>1. Legislative Program Files.</p> <p>Reports on proposed legislation introduced in Congress with provisions which have implications with respect to Treasury fiscal policy and procedures. Requests stem from Congressional Committees, Office of Management and Budget and the Treasury General Counsel.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>2. Congressional and White House Replies.</p> <p>Correspondence referred to the Bureau by congressional offices or the White House involving requests by constituents for information or remedial action under programs performed by the Bureau.</p> <p style="text-align: center;">Destroy when 2 years old.</p> <p>3. Privacy Act.</p> <p>All records pertaining to the Privacy Act, including requests for notification and access to records, requests for amendments of records, appeals of initial determinations</p>		

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	<p>refusing to amend records, statements of disagreement, and other related papers.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
4.	<p>Manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of national security programs.</p> <p style="text-align: center;">Permanent: Transfer to Federal Records Center when no longer needed for reference. Offer to National Archives when 20 years old.</p>		
5.	<p>EEO Case Files.</p> <p style="text-align: center;">Formal equal employment opportunity complaints from Headquarters and field offices and related correspondence.</p> <p style="text-align: center;">Destroy 4 years after final adjustment.</p>		
6.	<p>Programs For Progress Reports.</p> <p style="text-align: center;">Reports of training given and promotions received in each Division in Headquarters and field offices.</p> <p style="text-align: center;">Destroy when 1 year old.</p>		
7.	<p>Pre-Complaint Counseling Reports, Reports of the pre-complaint activities for Headquarters and field offices.</p> <p style="text-align: center;">Destroy when 1 year old.</p>		
8.	<p>Incentive Awards Program Files.</p> <p style="text-align: center;">Correspondence documenting the Incentive Awards Program. Documents consist of suggestions and other related material.</p> <p style="text-align: center;">Destroy 2 years after case has been closed.</p>		

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	<p><u>Division of Facilities Management - Part II</u></p> <p>This division administers a complete range of office services programs for the entire Bureau. The major areas of concern are: material resources, including contracting and procurement, property management and currency verification; building management, including space, furnishings, maintenance and repair, physical security, cafeteria facilities, communications, energy conservation and conference rooms; paperwork management, including mail and distribution, files, records retention and disposal, forms, reports, directives and relocation; employee programs, including safety, Savings Bonds drives, charity campaigns and Civil Defense.</p> <p>1. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.</p> <p style="padding-left: 40px;">Destroy 2 years after file is closed or 2 years after date of document.</p> <p>2. Records relating to the allocation, utilization and release of space under agency control, and related papers to General Services Administration.</p> <p style="padding-left: 20px;">a. Building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p style="padding-left: 40px;">Destroy 2 years after termination of assignment, or when lease canceled, or when plans are superseded or obsolete.</p>		

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	<p>b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency reports to General Services Administration regarding space occupied in "Metropolitan Washington" and Outside the District of Columbia," and related papers.</p> <p>Dispose 2 years after date of report.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p> <p>Dispose 1 year after date of report.</p> <p>3. Correspondence, forms and other records relating to the compilation of directory service listings.</p> <p>Dispose 2 months after issuance of listing.</p> <p>4. Identification credentials and related papers.</p> <p>a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.</p> <p>Dispose of credentials 3 months after return to issuing office.</p> <p>b. Receipts, indices, listings and accountable records.</p> <p>Dispose after all listed credentials are accounted for.</p> <p>5. Requests for building and equipment maintenance services, excluding fiscal copies.</p> <p>Dispose 3 months after work performed or requisition canceled.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	Parking Management Files. Completed parking applications for allotting parking spaces to GFO employees and related file material. Destroy when 2 years old.		
7.	Telephone statements, toll slips and related telephone records. Destroy 3 years after period covered by related account.		
8.	Civil Defense Cards and files pertaining thereto. Destroy when holder retires or is transferred from the Department.		
9.	File material pertaining to fund raising campaigns. Destroy when 3 years old.		
10.	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. Dispose after 2 years.		
11.	Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective measures taken against hazards of fire, explosion; and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Dispose after 3 years, or upon discontinuance of facility, whichever is sooner.		
12.	Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Destroy after 2 years.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	Property pass files, authorizing removal of property or materials. Dispose 3 months after expiration or revocation.		
14.	Reports on contact of outside police with building occupants. Dispose after 1 year.		
15.	Reports, loss statements, receipts and other papers relating to lost and found articles. Dispose after 1 year.		
16.	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Dispose after 2 years		
17.	Motor vehicle operating and maintenance records. a. Operating records. Dispose after 3 months, b. Maintenance records. Dispose after 1 year,		
18.	Motor vehicle ledger and work sheets providing cost and expense data. Dispose 3 years after discontinuance of ledger or date of work sheet.		
19.	Reports on motor vehicles (other than accident, operating and maintenance reports). Dispose 3 years after date of report.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
20.	Records relating to motor vehicle accidents, maintained by transportation offices. Dispose 6 years after case is closed.		
21.	Vehicle release files. Dispose 4 years after vehicle leaves agency custody.		
22.	Records relating to individual employee operation of Government owned vehicles, including driver tests, ID cards, driver register information, operator's license, safediving awards and related file material. Destroy 3 years after separation of employee or 3 years after recission of authorization to operate Government owned vehicle, whichever is earlier.		
23.	Registered mail receipts. Destroy when 1 year old,		
24.	Register of currency and securities received for redemption. Destroy when 10 years old,		
25.	Currency Verification Files. Forms, reports and records prepared in connection with with currency cancellation, verification and destruction operations. Destroy 2 full years after the end of the calendar year to which these records relate. Paperwork Management Records,		
26.	Correspondence, request forms and other records relating to changes in mailing lists for publications. Destroy when 1 year old.		
27.	Card index and mailing lists for publications. Destroy when canceled or revised.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
28.	Records disposition files, including descriptive inventories, disposal authorizations, schedules for the retirement of records and correspondence or memoranda relating to revisions. Permanent: Transfer to inactive file when superseded or obsolete. Offer to the National Archives when 20 years old.		
29.	Files documenting transfer of records to the Federal Records Center for disposal. Destroy 5 years after records listed thereon have been destroyed.		
30.	Forms Case Files containing a copy of the form, documentation of the history of the form, the directive requiring the form, and related papers. Permanent: Transfer to Federal Records Center when no longer needed for reference in action office. Offer to National Archives 10 years after transfer.		
31.	Numerical Forms File containing the master copy of the form and the request for reproduction. Destroy when form is discontinued.		
32.	Interagency Reports. Those reports prepared by one or more departments or independent agencies for use by another department or agency. Destroy 2 years after report has been discontinued.		
33.	Surveys, Paperwork Management and Equipment. Reports on surveys conducted to monitor and develop methods for improving paperwork management practices and files equipment utilization. Destroy when 5 years old.		
34.	Statistical reports of records holdings. Destroy when 3 years old.		
35.	Vital records status report. Destroy when 3 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Procurement Records</p> <p>36. Procurement files (as described in item 38 below) involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurements or to major procurement programs.</p> <p>Place in inactive file after final payment. Transfer to Federal Records Center 2 years after fiscal payment. Offer to National Archives 25 years after final payment.</p> <p>37. Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.</p> <p>Dispose of after 2 years.</p> <p>38. Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration receipt, inspection, and payment (other than those covered in items 36 and 37).</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000,...</p> <p>Dispose 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to Federal Records Center after 2 years.)</p> <p>(2) Transactions of \$10,000 or less.</p> <p>Dispose 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose, except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)</p> <p>b. Obligation copy.</p> <p>Dispose when funds are obligated.</p>		

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	<p>c. Copies of contracts, requisitions, purchase orders, leases, and other papers which are duplicates of papers defined in item 38a, used by component elements of a procurement office for administrative purposes.</p> <p>Dispose upon termination or completion.</p>		
39.	<p>Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>Dispose after 2 years.</p> <p>b. Copies in other reporting units, and related work papers.</p> <p>Dispose after 1 year.</p>		
40.	<p>Bid files.</p> <p>a. Successful bids.</p> <p>Dispose in accordance with provision for item 38.</p> <p>b. Unsuccessful bids.</p> <p>Dispose in accordance with provision for item 38.</p> <p>c. Lists or cards of acceptable bidders.</p> <p>Dispose when new list or card is made.</p>		
41.	<p>Records relating to requisitions on the Public Printer, and all supporting papers.</p> <p>a. Printing procurement unit copy of requisition, invoice specifications, and related papers.</p> <p>Dispose 4 years after completion or cancellation of requisition.</p> <p>b. Accounting copy of requisition, Government Printing Office invoice, Transfer of Funds Voucher and Receiving Report.</p> <p>Dispose 3 years after period covered by related account.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	<p>Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts).</p> <p>Dispose after 1 year.</p> <p><u>Supply and Property Records</u></p>		
43.	<p>Requisitions for supplies and equipment from current inventory.</p> <p>a. Stockroom copy.</p> <p>Dispose 2 years after completion or cancellation of requisition.</p> <p>b. All other copies.</p> <p>Dispose after 6 months.</p>		
44.	<p>Inventory files.</p> <p>a. Inventory lists.</p> <p>Dispose 2 years from date of list.</p> <p>b. Inventory cards.</p> <p>Dispose 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.</p> <p>c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedules.</p> <p>Dispose 2 years after date of survey action or date of posting medium.</p>		
45.	<p>Case files on disposal of surplus real and related personal property.</p> <p>Permanent: Offer to National Archives when 20 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	Reports of excess real property. Permanent: Offer to National Archives when 20 years old.		
47.	Correspondence files maintained by operating units responsible for property disposal, pertaining to their operation and administration, not otherwise provided for. Dispose after 2 years.		
48.	Reports of excess personal property. Dispose after 3 years.		
49.	Case files on sales of surplus, personal property, comprising invitations, bids, acceptances, list of materials, evidence of sales, and related correspondence (other than those covered in item 45). a. Transaction of more than \$10,000. Dispose 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.) b. Transaction of \$10,000 or less. Dispose 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)		
50.	Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided: (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user		

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	<p>agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.</p> <p>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>		

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	<p><u>Personnel Administration Staff - Part III</u></p> <p>This Staff directs and coordinates activities concerned with the personnel management program for the Bureau, including staffing, classification position management, and pay administration; employee relations, labor-management relations; personnel management evaluation; and employee development.</p> <p>1. Personnel folders excluding papers on the left or the so-called "temporary" side of the folder, which are authorized for disposal by item 10.</p> <p>(a) See Federal Personnel Manual Supplement 293-31, Subchapter S5, for instructions relating to folders of employees transferred to another agency. (b) Transfer folders of separated employees to inactive file on separation in accordance with the Federal Personnel Manual, transfer folder to NPRC, (CPR), St. Louis, Missouri, 30 days after separation.</p> <p>2. Service Record Card (Standard Form 7 or its equivalent for employees separated).</p> <p>Dispose 3 years after year of employee's separation or transfer to another agency.</p> <p>3. Correspondence and subject files relating to the administration and operation of personnel functions, excluding those at agency staff planning levels.</p> <p>Dispose 3 years after file is closed or 3 years after date of document.</p> <p>4. Correspondence, letters, and telegrams offering appointments to potential employees.</p> <p>(a) If appointment is accepted; destroy immediately. (b) If appointment is declined: (1) Return to Civil Service Commission with reply and application, if name was received from certificate of eligibles; (2) File inside application, if offered as a result of application for temporary or excepted appointment and dispose of in accordance with provisions in item 15; (3) All others; dispose immediately.</p>		

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5.	<p>Certificate files, consisting of:</p> <p>a. Requests for certificates of eligibles. Dispose 2 years after date of certificates.</p> <p>b. Certificates of eligibles. Dispose 2 years after date of certificates.</p>		
6.	<p>Employee record cards used for informational purposes by operating units (such as SF 7-B).</p> <p>Dispose or transfer to another agency or bureau on separation of employee.</p>		
7.	<p>Position description.</p> <p>(a) Dispose of one copy 5 years after position is abolished or description is superseded; (b) Dispose of other copies when position is abolished or description is superseded.</p>		
8.	<p>Employee interview records not filed on the left side of the official personnel folder.</p> <p>Place in inactive file on transfer or separation of employee and start a new inactive file every 6 months; dispose of inactive file 2 years after it is closed.</p>		
9.	<p>Duplicate case file of performance rating boards of review, copies of which have been forwarded to the Civil Service Commission.</p> <p>Dispose 1 year after closing file.</p>		
10.	<p>All copies of correspondence and forms maintained as temporary records on the left side of the official Personnel Folder in accordance with the Federal Personnel Manual, Chapter 293, and Supplement 293-31.</p> <p>Dispose on transfer to another agency (except in a transfer of functions), separation of the employee, or when 1 year old, whichever is earlier. (See FPM Supplement 293-1, Subchapter S5).</p>		

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11.	<p>Position identification strips, used in service control file (such as Standard Form 7) to provide summary data on each position occupied.</p> <p>Dispose when position is canceled or new strips is prepared.</p>		
12.	<p>Incentive awards case files.</p> <p>After closing case transfer to inactive closed file and dispose 2 years after closing.</p>		
13.	<p>Reports pertaining to the incentive awards program.</p> <p>Dispose after 3 years.</p>		
14.	<p>Notification of personnel action, exclusive of those in Official Personnel Folders.</p> <p>a. Chronological file copies, including face sheets.</p> <p>Dispose after 2 years.</p> <p>b. All other copies.</p> <p>Dispose after 1 year.</p>		
15.	<p>Application for employment and related papers, excluding applications resulting in appointment filed in the Official Personnel Folder (covered in item 1 of this schedule).</p> <p>Dispose upon receipt of Civil Service Commission report of inspection or when 2 years old, whichever is earlier, providing the requirements of Chapter 333, Section A-4 of the Federal Personnel Manual are observed.</p>		
16.	<p>Statistical reports in the operating personnel office and subordinate units relating to personnel.</p> <p>Dispose 3 years after date of report.</p>		

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17.	<p>Correspondence and forms in operating personnel offices relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule.</p> <p>a. Correspondence and forms relating to pending personnel actions.</p> <p>Dispose when action is completed.</p> <p>b. Retention registers (including card files and related papers) from which reduction-in-force actions have been taken.</p> <p>Dispose after 2 years.</p> <p>c. Retention registers (including card files and related papers) from which no reduction-in-force actions have been taken.</p> <p>Dispose when superseded.</p> <p>d. All other correspondence forms.</p> <p>Dispose 2 years after file is closed or 2 years after date of document.</p>		
18.	<p>Copies of documents duplicated in Official Personnel Folders and not provided for elsewhere in this schedule.</p> <p>Dispose 6 months after file is closed or 6 months after date of document.</p>		
19.	<p>Certificates of performance rating.</p> <p>Dispose after 2 years.</p>		
20.	<p>Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.</p> <p>Dispose 3 years after separation of employees or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is the earlier.</p>		

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21.	<p>Statements of employment and financial interests, and related papers.</p> <p>Dispose 2 years after employee leaves a position in which a statement is required, or two years after the employee leaves the agency, whichever is earlier.</p>		
22.	<p>Training Records:</p> <p>a. Training courses.</p> <p>Dispose 3 years after date of document. (Tuition assistance to be retained until employee's separation or transfer to another agency).</p> <p>b. Evaluations.</p> <p>Retain as long as course is current then dispose after 1 year.</p>		
23.	<p>Records of Privacy Act Inquiries.</p> <p>Dispose 5 years after date of file.</p>		
24.	<p>Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.</p> <p>Destroy 4 years after final adjustment.</p>		

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	<p>ASSISTANT COMMISSIONER, BANKING AND CASH MANAGEMENT (Series 300)</p>		
	<p>Division of Cash Services - Part I</p>		
	<p>The Division of Cash Services, formerly called the Cash Division, and originally known as Cashier's Office provides the following services: cashes Treasury checks, United States Savings Bonds and provides change for the general public; sells Series E and H USS Bonds; exchanges currency for coin; furnishes currency and coin for the local banks in the area; transfers funds by wire; functions deposits of cash, money orders and checks from government agencies on daily transcript; functions letters of Credit through local banks; accepts and maintains account for unidentified remittances; receives checks and money orders from government departments and agencies for credit to their account; receives coin from local banks and certain local business organizations for redemption or exchange; receives and verifies currency for exchange or credit from local banks; determines whether currency is fit or unfit for further circulation; cancels currency that is determined unfit and is processed for eventual destruction; and redeems mutilated currency.</p>		
1.	<p>TUS-2502, Tellers Transfer of Funds to each other.</p> <p>Destroy when 1 year old.</p>		
2.	<p>TUS-2517, Teller's Daily Settlement Sheets.</p> <p>Destroy when 5 years old.</p>		
3.	<p>TUS-2521, Bank Authorization Card.</p> <p>Destroy when canceled or obsolete.</p>		
4.	<p>TFS-2540, Currency Received from Vault</p> <p>Destroy when 1 year old.</p>		
5.	<p>TFS-2543, Coin Received from Vault.</p> <p>Destroy when 3 months old.</p>		
6.	<p>TUS-2545, Receiving Teller's Daily Settlement Sheets.</p> <p>Destroy when 5 years old.</p>		
7.	<p>TUS-2546, Ledger Kept By Vault Teller of Daily Transactions.</p> <p>Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	TUS-2608, Cash Ticket Prepared by Receiving Teller. Destroy when 3 months old.		
9.	TUS-2643, Vault Tellers Settlement Sheet. Destroy when 5 years old.		
10.	TUS-2674, Transfer of Currency to Federal Reserve Banks. Destroy when 5 years old.		
11.	Records documenting the movement of monies and actions transpired relating to these movements. Permanent: Offer to National Archives when office reference needs have ended.		
12.	TUS-4058, Report of Paper Currency Redeemed. Destroy when 6 months old.		
13.	GFO-5333, Redemption and Exchange of currency and coin. Non-Record.		
14.	Identification Files. Power of Attorney records for identifying individuals who transact business involving negotiation of U.S. Checks and Bonds for other individuals and Firms. Permanent: Offer to National Archives when office reference needs have ended.		
15.	Individual Letters on File for the purpose of identification, to enable individuals to be identified for the purpose of check cashing. Permanent: Offer to National Archives when office reference needs have ended.		
16.	Correspondence regarding overages and shortages. Permanent: Offer to National Archives when office reference needs have ended.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17.	Signature authorizations for local bank representatives and armored carriers. Destroy when Rescinded.		
18.	SF-1103, U.S. Government Bill of Ladings. Destroy when 1 year old.		
19.	Counterfeit Notices from Secret Service. Permanent: Offer to National Archives when office reference needs have ended.		
20.	TUS-12, Debit and Credit Vouchers pertaining to transfer of funds. Destroy when 5 years old.		
21.	Supporting Documents of daily transcript of accounts cash deposits. Destroy when 5 years old.		
22.	TFS-184, Unidentified Remittances received, processed or forwarded to proper agency. Permanent: Offer to National Archives when office reference needs have ended.		
23.	SF-1081, Voucher and Schedule of withdrawals and credits. Destroy when 5 years old.		
24.	SF-1166, Internal Revenue Deposit Reports, Voucher and Schedule of payments. Destroy when 5 years old.		
25.	TUS -2527, Unidentified Remittances. Destroy when 3 years old.		
26.	Daily Reports of Public Debt Classified Sales Credits, Charges and Credits - Recapitulation. Destroy when 5 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
27.	TUS-5151, Credit Vouchers (Overage and Shortage). Destroy when 2 years old.		
28.	TUS-5401, Payment Vouchers on Letters of Credit. Destroy when revoked or canceled.		
29.	TFS-5523, Credit Vouchers on Public Debt Principal. Destroy when 3 years old.		
30.	BM-9000, Coin Reports (Monthly to Bureau of the Mint). Destroy when 1 year old.		
31.	Correspondence case files on Unidentified Remittances, Letters of Inquiry and records of deposits and withdrawals. Destroy when 10 years old.		
32.	Letters of Credit files, active, inactive, revokes, and declined. Permanent: Offer to National Archives when office reference needs have been ended.		
33.	Records of Transcript Items and Certificates of Deposits prepared. Destroy when 3 years old.		
34.	Record Book of individual teller's Overages and Shortages. Permanent: Offer to National Archives when office reference needs have been ended.		
35.	Record Book of the number of checks cashed monthly. Destroy when 3 years old.		
36.	Daily Reports of Internal Revenue Collection Activities, Funds in process of Collection and miscellaneous items. Destroy when 3 months old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37.	Documents pertaining to the preparation of daily Transcripts showing the accountability of the U.S. Treasury relative to the Division of Cash Services. Documents show amounts of cash, checks and bonds, letters of credits, electronic fund transfers and amounts of shipments of currency to and from local banks. Destroy when 5 years old.		
38.	Form 12060—Deposit slip The Royal Bank of Canada. To Credit The Account of The Department of Treasury Bureau of GFO, Division of Disbursement. Permanent; Offer to National Archives when office reference needs have been ended.		
39.	Treas. Form 4—Certificate of Deposits for Customs Collections. Destroy when 5 years old.		
40.	Standard Form 201—Certificate of Deposit. Destroy when 5 years old.		
41.	TUS's 8208 a, b, c, - Money Order Transfer Vouchers - Symbol 17-899. Charges relating to Cashed U.S. Postal Money Orders. Destroy when 5 years old.		
42.	TUS -6537, Returned Check Ticket. Destroy when 5 years old.		
43.	TFS-5188, Credit Voucher—Credit to the U.S. Treasury General Accounts. Destroy when 5 years old.		
44.	TUS -5315, Debit Voucher and advice of Debit - Symbol 17-197. Destroy when 5 years old.		
45.	Records and forms pertaining to the exchange of foreign checks into U.S. Dollars. These checks are drawn on foreign banks in U.S. Currency by American citizens in		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Foreign countries for payment of taxes, etc., to the United States. Destroy when 5 years old.		
46.	Ledgers and records pertaining to regulations, procedures, internal control and operation of the Collection Branch. Destroy when 5 years old.		
47.	Return Deposits—Any deposit return for any reason is recorded in this book. Destroy when 5 years old.		
48.	No Return Check—the return of our C. D. 2796 without a check. Destroy when 5 years old.		
49.	Debit Voucher Book—the debit voucher numbers and what depositor each number was assigned to be charged back. Destroy when 5 years old.		
50.	IMC Book—Any Check that is given immediate credit—the number assigned to the check and the amount. Destroy when 5 years old.		
51.	IBM 1260—Machine tapes. Destroy when 5 years old.		
52.	Photocopies of Checks and Certificate of Deposits. Destroy when 5 years old.		
53.	Copies of Wire. Destroy when 5 years old.		
54.	Service Invoice. Destroy when 5 years old.		
55.	Depositor's tape off of Work. Destroy when 5 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p>Register Mail Receipt Card PS Form 3811, Nov. 1973.</p> <p>Destroy in action office when reference needs have been ended.</p>		
57.	<p>GSA Form 687, Register of Remittances Received - These are contracts on which Gold Checks are received.</p> <p>Destroy when 3 years old.</p>		
58.	<p>Bond Book—Any Checks received for the purchase of Bonds in the Cash Services Branch are recorded in this book.</p> <p>Destroy 1 year after internal audit.</p>		
	<p><u>Currency and Coin Services</u></p> <p>The functions of this office includes the settlement of all claims against the U.S. for the proceeds of burned and otherwise mutilated U. S. paper currency. Verification and protection of paper currency and coin deposited by local banks with the Treasury for exchange, redemption and retirement. Reimbursement by Federal Reserve banks to the Treasury for value of Federal Reserve notes redeemed and retired locally. Receiving, verifying and preparing for redistributing currency and coin submitted local banks. Maintenance of accounts pertaining to the work performed by the Mutilated Currency Branch, Whole Note Branch, Coin Branch, and that part of the Cash Branch located in the Bureau of Engraving and Printing Annex and the preparation of related reports.</p>		
59.	<p>TFS-100, Establishment of changes or retention periods for record or reports of forms made obsolete.</p> <p>Hold in action office and revise as needed.</p>		
60.	<p>TFS-125, Form design and approval request.</p> <p>Destroy when 1 year old.</p>		
61.	<p>TFS-126, Form Stock Level Notice.</p> <p>Destroy when 1 year old.</p>		
62.	<p>TFS-2002, Letter Concerning Mutilated Currency.</p> <p>Destroy when 2 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	TFS-2013, Receiving Teller's report of adjustment of overs and shorts 17-859. Destroy when 1 year old.		
64.	TUS-2075, Analysis of Balance by Classes and Denominations (For Monthly Statement of U.S. Currency and Coin). Destroy when 6 years old.		
65.	TFS-2092, To request claimant to furnish complete name. Destroy copy upon receipt of name.		
66.	TFS-2113, Form Letter requesting Letters of Administration. Copy returned to file with case. Destroy when 7 years old.		
67.	TUS-2138, Register of Payments for Currency Redeemed. Destroy original when 2 years old.		
68.	TFS-2143, Weekly report (Report of Backlog). Destroy copy when 1 year old, original to Director.		
69.	TFS-2444, Form Letter for inquiries on mutilated currency. Copy filed with case, destroy when 7 years old.		
70.	TFS-5004, Letter referring inquiry to another office. Copy filed with case.		
71.	All correspondence relating to claims for mutilated currency submitted to U.S. Treasury for redemption. Correspondence includes affidavits, tracers, wills, death certificates and other legal papers, congressional inquiries, and other papers relating to a specific case. File with related case and destroy when 7 years old.		
72.	TUS-9040, Bank of Issue Breakdown of sorted unfit Federal Reserve notes. Original forwarded to F.R. Board, copy held 5 years.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	Standard Form 14, Telegraphic Message. Destroy copy when 1 year old.		
74.	Standard Forms 209 and 219, Certificate of Deposit. Office copy filed with related case.		
75.	Audit Reports of Currency Trucks for the paying and receiving tellers. Destroy when 1 year old.		
76.	Daily Statement of U.S. Treasury Deposits & Withdrawal of Operating Cash. Destroy when 1 year old.		
77.	Monthly Statment of the Public Debt of the United States. Destroy when 1 year old.		
78.	Statement of U.S. Currency & Coin. Destroy when 1 year old.		
79.	Claim for Reimbursement for Expenditures on Official Business, SF-1164. Destroy 1 year after internal audit.		
80.	Tax Deposit - FRB Richmond, Tax Deposits from the U.S. Senate and House of Representatives. Destroy when 3 years old.		
81.	Vault Passes, Passes for assigned space in Vault No. 1 GFO Form 2989 & 2443. Destroy when canceled or obsolete.		
82.	Form TFS-2003, Records of Transfer of Incomming Funds, SF-1166, Schedule of Payment, and Letters Requesting Transfer of Funds. Destroy when 6 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
83.	<p>SF-219, 209, GFO-5504, TFS-12 and related Electronic Fund Transfer Documents.</p> <p>Destroy when 6 years old.</p> <p><u>Whole Note Branch</u></p> <p>This Branch receives for deposit, surplus paper currency submitted by banks and other sources; audits amounts and initiates adjustments. Determines currency fit for further circulation and forwards to Cash Operations. Cancels and forwards for final verification, currency deemed unfit for further circulation.</p>		
84.	<p>TFS-12, Debit Voucher 17-210 Salmon Copy.</p> <p>Destroy when 1 year old.</p>		
85.	<p>TFS-2013, Report of Overs and Shorts (Account 17-859).</p> <p>Destroy when 1 year old.</p>		
86.	<p>TFS-2015, Counter's Currency Work Report.</p> <p>Destroy when 6 mons. old.</p>		
87.	<p>TFS-2038, Report of Overs and Shorts found in currency shipments.</p> <p>Destroy when 1 year old.</p>		
88.	<p>TUS -2060, Record of No. of notes and amounts of money processed.</p> <p>Destroy 5 years after last entry.</p>		
89.	<p>TUS -2075, Analysis of Cash holdings by classes and denomination.</p> <p>Destroy when 2 years old.</p>		
90.	<p>TUS-2095, Receipt for Counterfeit Currency sent to S.S.</p> <p>Original to remittor copy held 1 year.</p>		
91.	<p>Bank Error Report (identifiable and unidentifiable error).</p> <p>Destroy after Audit.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
92.	TFS-2102, Temporary Receipt for transmittal of Counterfeit Notes to S.S. Destroy after Secret Service confirms receipt.		
93.	TFS-2430, Teller's Daily Settlement. Destroy when 4 months old.		
94.	TFS-2432, Cancellation Unfit Worksheet. Destroy when work is completed.		
95.	TFS-2438, (Test) Employees participating in Cancellation Operations. Destroy 1 month after internal audit.		
96.	TFS-2439, Observer's Checklist. Destroy 1 month after internal audit.		
97.	TUS-2502-A, Teller's Debit Supporting Document. Hold until currency is cleared & destroyed.		
98.	TFS-2505, Shadowgraph Counter's Charge Sheet. Destroy when 4 months old.		
99.	TUS-2508, Record of Employee Testing. Destroy when 1 year old.		
100.	GFO-2814, Currency received for redemption and credit from City Banks, and Cash Branch. Destroy when 4 years old.		
101.	TUS-2985, Vault & Control Teller Settlement. Destroy when 1 year old.		
102.	GFO-2987, Cash Account Control (Whole Note Branch). Destroy when 4 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
103.	TUS-2991, Vault 3-V-4 Inventory Sheet. Destroy when 6 months old.		
104.	TFS-2992, Record of Vault Entry. Destroy when 1 month old.		
105.	GFO-2993, Receiving Teller Work Sheet. Destroy when 6 months old.		
106.	TUS-5133-A, B, C & D, Debit Voucher redeemed U.S. paper currency. Destroy when 4 years old.		
107.	TUS-5151, Credit Voucher, TUS-5152, Debit Voucher and TFS-9002, Advice of New Series Federal Reserve Note redeemed. Destroy when 4 years old.		
108.	TUS-9036, Memo of Federal Reserve Currency Delivered for Verification. Destroy when 1 month old.		
109.	TUS-9039, Distribution Control Sheet for Federal Reserve Notes. Destroy when 6 months old.		
110.	TFS-184, Mail Register Sheet APO Over Seas Deposit. Destroy when 4 years old.		
111.	PD-165, Deposit from Over Seas Receipt of deposit. Destroy when 4 years old.		
112.	TFS-209, Certificate of Deposit. Destroy when 4 years old.		
113.	Money Straps from Banks. Held until deposit is completed.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
114.	<p>Money Tags and other related material from Bank Deposits.</p> <p>Destroy when deposit is completed.</p> <p><u>Mutilated Currency Branch</u></p> <p>This Branch is responsible for receiving for identification, currency mutilated and mixed foreign debris from Federal Reserve Banks, Commercial Banks and the general public. Identifying individual notes as to issue, denomination and genuineness. Examining evidence of ownership and determining whether missing portions of notes can be presumed to be totally destroyed. Certifying the value of notes and authorizing full or partial payment.</p>		
115.	<p>FFS-184, Register of Mutilated Currency received for redemption.</p> <p>Permanent: Offer to National Archives when office reference needs have ended.</p>		
116.	<p>TUS-2012, Receipt for mail returned to Mail Room.</p> <p>Destroy 6 years and 7 months after last entry.</p>		
117.	<p>GFO-2019, Schedule for discontinued issues of U.S. Currency redeemed and destroyed.</p> <p>Destroy when 1 year old.</p>		
118.	<p>TUS-2075, Analysis of Balance of Currency.</p> <p>Destroy when 1 year old.</p>		
119.	<p>TUS-2129, Receiving & Make-up Teller's Balance (Daily balance record).</p> <p>(Bound Book) Destroy 1 year after last entry.</p>		
120.	<p>FFS-2143, Condition of Work (Report of backlog of work).</p> <p>Destroy when 1 year old.</p>		
121.	<p>GFO-2250, Statement of Checks issued.</p> <p>Destroy when 1 year old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
122.	TFS-2251, Register of Money Counted. Destroy when 7 years old.		
123.	TFS-2296, Teller's Cash Balance. Destroy when 1 year old.		
124.	GFO-2510, Receipt for \$1.00 envelopes sent to Mail Room for mailing. Receipt copy retained 1 year.		
125.	TFS-2992, Record of Entry to Vaults. Destroy 1 year after audit.		
126.	TFS-5004, Form used for referral to correct organization (Coin, food stamps, etc.). Destroy with case when 7 years old.		
127.	TUS-5133, Redeemed U.S. Currency sent to Verification. Original to transcript, copy retained 1 year.		
128.	TFS-9002, Advice to New Series Federal Reserve Notes Redeemed. Copy retained 1 year.		
	<u>Coin Branch</u> This Branch receives coin for redemption and exchange from local banks and business concerns. Removes mutilated, counterfeit and foreign coin and adjusts all irregularities in depositors' accounts. Prepares coin in rolls or bags for recirculation or for retirement by the Bureau of the Mint.		
129.	TFS-2156, Statement of coin or currency rejected and differences detected in shipment. Forwarded to settlement Teller after 1 week.		
130.	TFS-2335, Daily Operator assignments in the Coin Branch. Destroy when 1 year old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
131.	TFS-2424, Summary of Coins received from Banks (Breakdown listing of denominations of coins rec'd. from banks). Destroy when 1 year old.		
132.	TUS-2502, Teller's debit supporting document (1 Blue copy to be retained by Teller's receiving money, 1 Yellow copy to be receipted by Receiving Teller and returned to sender). Destroy when 1 year old.		
133.	TFS-2506, Report of Coin Overs and Shorts. Destroy 1 full fiscal year after date.		
134.	TUS-2800, Report of Coins received from city banks and others (breakdown of denominations of coins received daily). Destroy when 1 year old.		
135.	TFS-2801, Report of Monies received and delivered to Cash Vault (used daily & forwarded to Vault Teller with counted & uncounted coins). Destroy when 1 year old.		
136.	TFS-2803, Coin Counter daily work report. Destroy when 1 year old.		
137.	TFS-2805, Coin Adjustment Fund Discrepancy Receipt (Receipt issued Adjustment Clerk covering differences found by operators). Destroy when 1 week old.		
138.	TFS-2824, Coin received for exchange or redemption (used as General Ledger schedule of shipment of coins rec'd this day). Destroy when 6 years and 7 months old.		
139.	TFS-2824A, Coin received daily for exchange or redemption (Supporting Document) GPO D.C. Treasurer deposits. Destory when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (... INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
140.	TFS-2872, Deposit Ticket, Coin for exchange or redemption (Forwarded with coin to Vault Teller). Destroy when 1 year old.		
141.	TUS-2890, Receipt for Counterfeit Coin. Forwarded to S.S. with Counterfeit coin.		
142.	GFO-5333, Deposit of U.S. Currency & Coin (this document is received in Coin Branch along with shipment of coin copy 5333-Credit Voucher Symbol 17-042 5333A-Debit Voucher forwarded to Vault Teller copy 5333B-retained Coin Branch 5333C signed copy received to Bank). Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Foreign and Domestic Banking Staffs - Part II</u></p> <p>The Domestic Banking Staff establishes, reviews, adjusts, and terminates arrangements with banks on behalf of all Federal agencies for the performance of various essential Government services, such as: the movement of funds from Government officers to Treasury accounts at Federal Reserve Banks and Branches, handling unemployment accounts, and operating banking facilities on Government installations.</p> <p>The Foreign Banking Staff reviews and audits the reports submitted by financial institutions covering the operation of overseas U.S. banking requirements to determine the accuracy of reports and balances required to support such activity; and adjusts compensatory Treasury balances on the basis of these reviews.</p> <p>1. Policy files pertaining to deposits and depositaries.</p> <p>Permanent: Transfer to Federal Records Center when office needs have ended. Offer to National Archives 20 years after transfer.</p> <p>2. Case Files:</p> <p>a. Active case files on domestic and foreign banks designated as depositaries.</p> <p>Transfer to Federal Records Center 10 years after last entry (i.e., file is marked "Closed"). Destroy 5 years after transfer.</p> <p>b. Inactive case files on domestic and foreign banks designated as depositaries, but which have no current authorizations (Retain Agreements and Resolutions, Forms BA-5902 and 5903).</p> <p>Transfer to Federal Records Center 3 years after last entry in file folder. Destroy 5 years after transfer.</p> <p>3. Analyses and reports from banks of essential Government business.</p> <p>a. Forms TFS-5910 and TFS-5911 (formerly Forms 386 and 386B) including reports of cash and drafts furnished and checks cashed.</p> <p>Transfer to Federal Records Center 3 years after last entry (i.e. file is marked "Closed"). Destroy 5 years after transfer.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Forms 404, Quarterly Report of Banking Facilities at Military Post and similar cost reports.</p> <p>Transfer to Federal Records Center 3 years after last entry. Destroy 10 years after transfer.</p> <p>c. Forms TFS-5908 and TFS-5909 (formerly 4b-DD and 4e-DD), Forms ES 107 and 108, Monthly analyses - Benefit Payment Account - Clearing Account - State Unemployment Compensation Funds.</p> <p>Transfer to Federal Records Center 3 years after last entry. Destroy 5 years after transfer.</p> <p>d. Form TFS-5906 (formerly 7-c) Balance on Deposit with Depositories of Public Money of the United States in foreign countries and similar statements.</p> <p>Destroy when 1 year old, except December reports. December reports destroyed when 5 years old.</p> <p>e. Form TFS-5907 (formerly BA-5907) Statement of Activity in the Treasury's General Account.</p> <p>Transfer to Federal Records Center when 4 years old. Destroy 5 years after transfer.</p>		
4.	<p>Files relating to routine operations, exclusive of policy and Central Files.</p> <p>Destroy when 5 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Special Financing Staff - Part III</u></p> <p>Overseas the Letter of Credit System, Federal Tax Deposit System, and the advance financing procedures of Federal agencies. Monitors cash held outside the Treasury.</p> <p>This requires examination of Letters of Credit and related material received from Federal agencies and transmittal to Federal Reserve Banks and Branches; examination of payment vouchers from Federal Reserve Banks and Branches and transmittal to appropriate Government Agency; on-site review of both Federal Tax Deposit operations at Federal Reserve Banks and Federal Reserve Banks reimbursable cost. The staff serves as a focal point for all fiscal relations with Federal Reserve Banks and Branches, except those concerned with the public debt.</p> <p>1. SF-1193, Letter of Credit, and various in lieu of forms, such as Department of State Form DS-1603B; including amendments - COPIES.</p> <p>Destroy 3 years after the end of the fiscal year in which revoked.</p> <p>2. Voided (rejected) TUS Form 5401, Payment Vouchers on Letter of Credit, or various approved in lieu of forms - COPIES.</p> <p>Destroy 3 years after the end of the fiscal year in which voided (rejected).</p> <p>3. GFO Form 7578, Request for Payment on Letter of Credit and Status of Funds Report - COPIES.</p> <p>Destroy 3 years after the end of the fiscal year in which voided (rejected).</p> <p>4. SF-210, Signature Card for Certifying Officer (authority to certify letters of credit), - ORIGINALS.</p> <p>Maintain in action office until reference needs have been met and then destroy.</p> <p>5. Correspondence between Treasury Department and Federal Reserve Banks (includes transmittal letters) - COPIES and correspondence between Treasury Department and agencies.</p> <p>Destroy 18 months after fiscal year in which correspondence is dated.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	Correspondence files (subject case files) concerning agencies, including semiannual reports, work papers, and general materials. Destroy 6 years after the end of the fiscal year in which material is dated.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>COMPTROLLER (Series 300)</u></p> <p><u>Audit Staff - Part I</u></p> <p>The total program encompasses (a) the audit of the Bureau's fiscal and management activities, (b) the qualification of surety companies as acceptable sureties on Federal bonds, (c) the review of operations involved in the verification and destruction of unfit currency at Federal Reserve Banks and Branches, and (d) the direction of certain audits of a departmental character which does not fall within the jurisdiction of any particular Treasury bureau. The Staff also maintains liaison between the Bureau and the audit staffs of both the Treasury Department and the General Accounting Office.</p>		
1.	<p>Annual Report to the Secretary covering the activities of the Audit Staff.</p> <p>Retain 2 years and then transfer to National Archives.</p>		
2.	<p>Audit Reports and working papers pertaining to the Exchange Stabilization Fund.</p> <p>Retain 60 years.</p>		
3.	<p>Audit Reports and working papers pertaining to:</p> <p>(a) Operational Audits - Bureau of Government Financial Operations.</p> <p>Retain 3 years and then transfer to Federal Records Center. Records Center destroys after 4 years.</p> <p>(b) Financial Audits - Bureau of Government Financial Operations.</p> <p>Retain 3 years and then transfer to Federal Records Center. Records Center destroys after 4 years.</p> <p>(c) Operational & Financial Audits - Outside of the Bureau of Government Financial Operations.</p> <p>Retain 3 years and then transfer to Federal Records Center. Records Center destroys after 4 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(d) Reviews of Unfit currency operations at Federal Reserve Banks.</p> <p>1. Inspection Reports.</p> <p>Retain 3 years, then transfer to Federal Records Center. Records Center destroys after 4 years.</p> <p>2. Reports from FRB auditors.</p> <p>Retain 3 years, then transfer to Federal Records Center. Records Center destroys after 4 years.</p> <p>3. Correspondence files.</p> <p>Retain 10 years, then transfer to Federal Records Center. Records Center destroys after 4 years.</p> <p>4. General Accounting Office audit reports pertaining to Government agencies other than Treasury received by the Audit Staff.</p> <p>Destroy after 1 year.</p> <p>5. General Accounting Office audit reports pertaining to Treasury functions and bureaus, except the audit reports and other records specified in 2(d), page 6 of the Retention plan for the Bureau's Records (Paet II).</p> <p>Destroy after 4 years.</p> <p>6. Surety bonds of accountable officers, and related papers (including one copy of card index described in Item 9). Bonds for period 1789 circa 1915 transferred to Archives 1937 - 45. Bonds for periods circa 1915 - 25 - 1955 transferred to FRC 1957 - 1960. No current creation of these bonds.</p> <p>Ultimate Retention to be determined by Archives for historical value. Retain 50 years for Treasury legal purposes.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p>Closed surety bond files of the former office of Civilian Defense.</p> <p>Ultimate Retention to be determined by Archives for historical value. Retain 50 years for Treasury legal purposes.</p>		
8.	<p>Closed surety bond files of the Farmers Home Administration and Farm Credit Administration.</p> <p>Ultimate Retention to be determined by Archives for historical value. Retain 50 years for Treasury legal purposes.</p>		
9.	<p>Closed subsistence expense bond files.</p> <p>Ultimate Retention to be determined by Archives for historical value. Retain 50 years for Treasury legal purposes.</p>		
10.	<p>Index cards to inactive bond files transferred to the Federal Records Center.</p> <p>Ultimate Retention to be determined by Archives for historical value. Retain 50 years for Treasury legal purposes.</p> <p>Note: 3, 4, 5, & 6, transferred to FRC 1957 - 60 (same type bonds as in item 2). No current creation of these bonds.</p>		
11.	<p>Correspondence with surety and insurance companies including process agent files of active companies and authority files. (Files contain letters and legal documents regarding companies authority to do business with the Government. Annual renewals of such authority. Correspondence and memoranda regarding rejection of applications for authority and terminations of authority.</p> <p>Retain 50 years legal and precedent purposes. Transfer to FRC 3 years after last action on cases.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	Schedule of Excess Risks (listing of large bonds or policies written by certificated insurance companies). Retain 6 years. Transfer to FRC after 2 years.		
13.	Annual financial statements of companies authorized as reinsurers (statements showing financial condition of insurance companies authorized to reinsure written by certificated companies). Retain 6 years. Transfer to FRC after 2 years.		
14.	Annual financial statements and supporting data of companies holding Certificates of Authority as an acceptable sureties on Federal bonds and related quarterly financial statements. Retain 6 years. Transfer to FRC after 2 years.		
15.	Reports submitted to the Treasury by the various Government agencies, for the purpose of preparing the annual report required by law to be sent to Congress. Retain 10 years after last report required under PL 92-310.		
16.	Reports of State examination of surety companies (State examiners describe financial condition of the specific company). Dispose after 4 years (provided 2 subsequent reports are on file).		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Defense Lending - Part II</u></p> <p>The Reconstruction Finance Corporation (RFC) was established in 1932 to extend financial aid to Agriculture, Commerce and industry by means of direct loans to banks and other credit agencies and upon approval by the Interstate Commerce Commission, to railroads or their receivers. Later legislation authorized the purchase of insurance companies, capital stocks of banks, and National Mortgage Association, etc. In 1940 legislation was enacted and approved which gave RFC responsibilities in connection with the national defense programs, which were greatly expanded during World War II.</p> <p>An RFC Liquidation Act approved July 30, 1953, terminated its lending powers effective September 28, 1953, and liquidation of its assets began. Under the provisions of this act the RFC continued as an independent agency until June 30, 1954. Thereafter, the Secretary of the Treasury assumed all powers, duties, and authority previously given to the Administrator of RFC. On June 30, 1957, the RFC was abolished under Reorganization Plan No. 1 of 1957.</p> <p>The Secretary of the Treasury by his order no. 181-3, dated December 7, 1954 established the Defense Lending Division under the Assistant Secretary of Treasury effective January 1, 1955. This Division conducts all lending activities authorized under Section 409 of the Federal Civil Defense Act of 1950 and Section 302 of the Defense Production Act of 1950, as amended.</p> <p>1. Loan Account and Supporting papers.</p> <p>a. Charged-off Loans - 15 years, to be reviewed for possible recovery of payment before setting disposal date.</p> <p>b. Paid Loans - 6 years.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN									
1.	<p><u>Division of Finance and Management Information - Part III</u></p> <p>This division is responsible for a variety of financial activities, including the financial systems to control accounting aspects of the Federal Financing Bank and Environmental Financing Authority; liquidation of fiscal affairs of terminated agencies; International Claims Programs; and performs accounting, budget, and financial management reporting functions for the Bureau. It also handles liquidating functions for the former Postal Savings System and certain other Government programs, and provides guidance to Federal agencies on a wide range of financial matters.</p> <p>1. Foreign Claims.</p> <p>a. International Claims Case Files - Claims of U.S. Nationals against foreign gov'ts for damages or loss of property in the following countries:</p> <table border="0" data-bbox="292 894 1108 1003"> <tr> <td>(1) Bulgaria</td> <td>(4) Italy</td> <td>(7) Rumania</td> </tr> <tr> <td>(2) Czechoslovakia</td> <td>(5) Mexico</td> <td>(8) Soviet</td> </tr> <tr> <td>(3) Hungary</td> <td>(6) Poland</td> <td>(9) Yugoslava</td> </tr> </table> <p>b. Mixed Claims Commission - US & Germany Files - Claims of US Nationals against Germany for losses during WWI.</p> <p>c. War Claims Case Files - War damages during WWII.</p> <p>d. Blocked Accounts Case Files - Vested Alien property held because claimant in restricted country. (Bulgaria, Hungary and Rumania).</p> <p>e. Withheld Foreign Checks - Funds withheld, due individuals residing in restricted country.</p> <p>Paid in Full Cases - Destroy 10 years after Paid in full.</p> <p>Not Paid in Full Cases - Retain 10 years after last payment. Then review for final disposition.</p>	(1) Bulgaria	(4) Italy	(7) Rumania	(2) Czechoslovakia	(5) Mexico	(8) Soviet	(3) Hungary	(6) Poland	(9) Yugoslava		
(1) Bulgaria	(4) Italy	(7) Rumania										
(2) Czechoslovakia	(5) Mexico	(8) Soviet										
(3) Hungary	(6) Poland	(9) Yugoslava										
2.	<p>Government Losses in Shipment - Claims by Gov't. agencies for losses of valuables during shipment.</p> <p>a. Processed Case File under Gov't. Losses in Shipment.</p> <p>Destroy 10 years after payment or settlement.</p>											

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3.	<p>b. Agreement of Indemnity - copies of Agreement of indemnity issued by Treasury.</p> <p>Destroy 10 years after issuance.</p> <p>c. Policy & precedent case files under G.L.S.A.</p> <p>Retain until no longer needed for reference, then offer to National Archives.</p> <p>Postal Savings Deposits - Files on Liquidation of Postal Savings System from FY 1968.</p> <p>a. Paid Case Files.</p> <p>Destroy 10 years after payment date.</p> <p>b. Schedules (SF 1166) with Application to Withdraw Postal Savings (Form 315).</p> <p>Retain 10 years after issuance and Review for determination for disposal.</p> <p>c. Correspondence - Miscellaneous, More Information, Duplicates Issued and No Account.</p> <p>Destroy after 2 years.</p> <p>d. Payment Schedules (SF 1166) Copies Reissued Checks (SF 1147) Copies Cancelled Checks (SF 1185 & 1098).</p> <p>Retain 10 years and Destroy.</p>		
4.	<p>Judgment Cases Processed and paid by Treasury.</p> <p>a. Case Files of Judgments over \$100,000 & Indian Claims.</p> <p>Destroy 10 years after payment is made (GAO has case files).</p> <p>b. Private & Public Relief Bills - Case Files.</p> <p>Destroy 10 years after paid.</p> <p>c. Judgment Cases - Payment index cards.</p> <p>Retain.(Review after 10 years for final disposition).</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>d. Judgment Cases - GAO Certificates of Settlement (Copies).</p> <p>Destroy after 2 years.</p> <p>e. Transmittals from GAO (Copies).</p> <p>Destroy after 2 years.</p>		
5.	<p>Unclaimed Partial Payment of U.S. Savings Bonds case files. Funds transferred to Treasury by Private firms of undeliverable partial payments made by individuals towards U.S. Savings Bonds purchase.</p> <p>Retain until amount deposited is paid.</p> <p>Trust & Revolving Funds Branch</p>		
6.	<p>Statement of Accountability and Statement of Transactions covering all funds certified for payment (copies).</p> <p>Destroy after 4 years.</p>		
7.	<p>Certificates of Deposit relating to transactions in the Unemployment Trust Fund allotted to States.</p> <p>Retain 6 years & 3 months (Site Audit). Transfer to Fed. Records Center after Audit by GAO or after 3 years, whichever is earlier.</p>		
8.	<p>Authorization letters (originals) pertaining to investments and other operations affecting trust funds, including related documents.</p> <p>Retain 6 years & 3 months (Site Audit). Transfer to Federal Records Center after audit by GAO or after 3 years, whichever is earlier.</p>		
9.	<p>Lists of unemployment trust fund certificates of deposit covering funds allotted to the States.</p> <p>Retain 6 years & 3 months. Transfer to Federal Records Center after audit by GAO or after 3 years, whichever is earlier.</p>		
10.	<p>Special deposit accounts, correspondence, and related papers pertaining to the receipt, accounting and maintenance of funds in special deposit accounts.</p> <p>Destroy after 4 years.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11.	<p><u>Finance and Analysis Branch</u></p> <p>SF-224 - Statement of Transactions, Disbursement schedules, vouchers, and supporting documents.</p> <p>Collection documents.</p> <p>Destroy when 6 years and 3 months old. Site Audit, Transfer to the Federal Records Center when audited by GAO or when 3 years old, whichever is earlier.</p>		
12.	<p>BAR-36 - Statement of Disbursing cost by major agency, TFS-49 - Report on Operating Expense Budget Control Office, BAR-50 - Report on Operating Expense Budget Field Offices, Summaries related to Operating Expense Budget.</p> <p>Destroy when 7 years old.</p>		
13.	<p>Budget submissions and supporting schedules.</p> <p>Destroy when 7 years old.</p>		
14.	<p>International Loans, Supporting documents.</p> <p>Paid Loans - Transfer to Federal Records Center 5 years after final payment. Offer to National Archives 10 years after transfer.</p>		
15.	<p>Donations to the Treasury. Correspondence and related papers. Conscience Fund. Correspondence and related papers, pertaining to sums sent to the government.</p> <p>Destroy after internal audit. Outstanding cases are retained, offer to National Archives in 6 years.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>DISBURSEMENTS AND CLAIMS (Series 400)</u></p> <p><u>Division of Check Claims - Part I</u></p> <p>These records pertain to the adjudication and settlement of claims against the United States resulting from the theft, loss, or forgery of Government checks; the endorsers, or other parties as a result of erroneous negotiation of Government checks; and the administration of regulations governing the endorsement and payment of checks drawn on the Treasurer.</p> <ol style="list-style-type: none"> 1. Closed and outstanding check claims cases. <ul style="list-style-type: none"> Destroy when 7 years old. 2. Computer listing transcript receivables. <ul style="list-style-type: none"> Destroy when 4 years old. 3. Records pertaining to reclamation suspense and check forgery insurance accounts. <ol style="list-style-type: none"> a. Check copies. <ul style="list-style-type: none"> Destroy when 7 years old. b. Register of checks issued. <ul style="list-style-type: none"> Destroy when 7 years old. 4. Notices of stop payment requests and related records of check stoppages. <ol style="list-style-type: none"> a. SF-1180, Request for Stop Payment "Pending and Outstanding Blues". <ul style="list-style-type: none"> Destroy when microfilmed. Maintain microfilm in action office until reference needs have been met and then destroy. b. SF-1180A, Request for Stop Payment. <ul style="list-style-type: none"> Destroy when 7 years old. 		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. SF-1180, Blues returned from WDC after items have been scheduled.</p> <p>Destroy when microfilmed. Maintain microfilm in action office until reference needs have been met and then destroy.</p>		
5.	<p>TFS-6536-1D, Credit Advice (Reclamations) also known as open items.</p> <p>Destroy 4 years after credit item has cleared.</p>		
6.	<p>Paid and reconciled U.S. Government Checks, pertaining to closed claims cases.</p> <p>Destroy when 6 years and 7 months old.</p> <p style="text-align: center;"><u>CHECK PAYMENT RECORDS</u></p> <p>Bookkeeping Files</p> <p>These records pertain to the management of the accounts of Government disbursing officers, servicing of the Treasurer's reclamation suspense and check forgery insurance fund accounts, and the preparation of statements of the Postmaster General's surplus money order account.</p>		
7.	<p>Form TUS-17, Transcript of the General Account of the Treasurer of the U.S., Form TUS-17c, Abstract of receipts, and TUS-17m, Abstract of Changes.</p> <p>Destroy when 4 years old.</p>		
8.	<p>SF-219, Certificates of Deposit.</p> <p>Destroy when 7 years old.</p>		
9.	<p>Form TFS-1707, Reports of certificates of deposit cleared.</p> <p>Destroy when 1 year old.</p>		
10.	<p>SF-1166 & SF-1167 (OCR), Voucher and Schedule of Payments.</p> <p>Destroy when 7 years old.</p>		
11.	<p>SF-1081, Voucher and Schedule of Withdrawals and Credits.</p> <p>Destroy when 7 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12.	SF-224, Statement of Transaction of Accounts. Destroy when 7 years old.		
13.	TFS-1608, Credit Voucher, Treasurer's Accounts Receivable. Destroy when 7 years old		
14.	Treasurer's Relief Cases. Decision is pending on requirement for retention.		
15.	Daily credits report. Dispose after 6 months		
16.	Debit voucher reports. Destroy after audit by GAO or when 3 years old, whichever is earlier		
17.	Journal vouchers. Destroy when 7 years old		
18.	<u>Questioned Document Records.</u> These records pertain to the examination made on Government checks or other obligations with respect to the genuineness of the documents: Control Cards & Log Books listing case name (payee, etc.), suspects, types of examination requested, & name of requesting agency, (DCC, USSS, IRS, Customs, Public Debt, etc.). Destroy in action office after reference needs have ended.		
19.	Copies of formal reports that were submitted to the requesting agencies. Destroy in action office after reference needs have ended.		
20.	Subject Files consisting of reference materials, training materials, research papers, professional papers, technical papers, etc. Destroy in action office after reference needs have ended.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21.	Closed court files - Files pertaining to cases that developed into court actions requiring testimony and/or the preparing of exhibits. Destroy in action office after reference needs have ended.		
22.	Financial Activities Branch - Intercepted Check Transcripts. Destroy when 6 years old.		
23.	Agency Double-pay Chargebacks. Destroy when 2 years old.		
24.	TFS-1188, Check Redrawal Schedule (Substitute Checks) used as voucher for scheduling payments. Destroy when 7 years old.		
25.	Closed unjacketed files in which substitute checks have been issued. Destroy when 7 years old.		
26.	Disbursing Officer symbol cards. Maintain Current Set		
27.	Regular Schedule Log Book and SSI Log Book in which records of schedules sent to WDC are recorded. Destroy when 7 years old.		
28.	Outstanding Listing including SF-1184 Listing Destroy when 4 years old.		
29.	Paid Listings Destroy when 4 years old.		
30.	Exception Listings Destroy when 4 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
31.	Mass Loss Listings. Destroy when 2 years old.		
32.	Reports Internal. Internal reports relating to analysis studies, input to budget reports, daily and monthly status reports, reporting systems, etc. Destroy when 2 years old.		
33.	Employee Suggestions - Evaluations and Recommendations. Destroy in action office when reference needs have ended.		
34.	Evaluations, Employees and Supervisors. Destroy when 1 year old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Division of Disbursement - Part II</u></p> <p>This division performs central disbursing services for most of the civilian agencies in the Executive Branch of the Federal Government. Included among these services are the issuance of checks and U.S. Savings Bonds, the preliminary handling of check claims, and other matters such as administering imprest cashier activities and rendering official accounts through eight disbursing centers and three regional offices. It arranges, with the Department of State, to provide foreign disbursing services for all agencies of the United States Government, except for the Department of Defense.</p> <p>Additionally, the division exercises technical supervision over disbursement operations for (a) foreign disbursing offices and branches of United States embassies and consulates abroad; (b) assistant disbursing officers attached to agencies in the United States, Trust Territories and foreign countries; and (c) cashiers who make cash payments in the United States, Trust Territories, and foreign countries. It also prepares and disseminates Federal Tax Deposit Forms to a worldwide community of employers for use in paying withheld Income, FICA, Corporation, Excise And Railroad Retirement Taxes. Finally, it provides Fiscal Service Payroll services to small agencies.</p> <p>1. Subject files pertaining to routine Operations exclusive of policy and central files</p> <p style="padding-left: 40px;">Destroy when 2 years old</p> <p>2. Central Departmental files pertaining to disbursements and related functions other than policy files</p> <p style="padding-left: 40px;">Retain 7 years then transfer to Federal Records Center for 15 years. Review at that time for further retention of selected documents.</p> <p>3. ★ Progress sheets and Cards used in accounting and disbursing operations</p> <p style="padding-left: 40px;">a. Originals</p> <p style="padding-left: 80px;">Microfilm in 6 month cycles then destroy</p> <p style="padding-left: 40px;">b. Microfilm copies</p> <p style="padding-left: 80px;">Retain indefinitely - Ref: 31 USC 132</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	Accounts current and summary notifications to agencies of fiscal transactions: (copies) Destroy when 4 years old.		
5.	Certificates of settlement of accounts Destroy when 4 years old (if cleared)		
6.	Copies of Indemnity bonds on lost World War I Adjusted Service Certificates. Destroy when original bond has been found		
7. ★	Microfilm copies of checks and related indexes Retain indefinitely Ref: 31 USC 132		
8.	Treasury checks - copies Destroy when final payment has been made		
9.	Check withdrawal cards and issuance requests Destroy 6 months from date of issue		
10.	Blank check requisitions and related papers Destroy when 2 years old		
11.	Overpayment and underpayment case files (Closed cases) Destroy 3 years after end of fiscal year of case		
12.	Authorization to remail returned checks and bonds and request for issuance of replacement check (SF-1147) Destroy when 3 years old		
13.	Bonds of indemnity and applications submitted in connection with lost, stolen and mutilated check cases and related papers Destroy 15 years after close of file		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	Certified authority for the issuance of substitutes for lost, stolen and mutilated checks. Destroy 10 years after close of file		
15.	Records of stoppages of payment on checks Destroy 3 years after date of document		
16.	Receipts from foreign consular officers acknowledging the receipt of checks Destroy 1 full fiscal year after year of check issue		
17.	Listings of foreign checks mailed Destroy 1 full fiscal year after year of check issue		
18.	Request for payment and issuance of drafts in foreign currency Destroy 3 years after end of fiscal year		
19.	Voucher for Income Tax Refunds - continuation sheet - Form 7809 - W (T) Destroy 3 months after preparation of checks		
20.	Bond Issuance Schedule, United States Savings Bonds, Series E - carbon Destroy 6 years and 3 months. (Site Audit) Transfer to the Federal Records Center after GAO Audit or 3 years whichever is earlier.		
21.	General Ledger - S. F. 1014 Destroy when 4 years old.		
22.	All forms on which subsidiary detailed accounts have been kept. (Various forms are used by Regional Disbursing Offices). Destroy when 4 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	Statement concerning inscribed or uninscribed U.S. Savings Bonds - Lost, Stolen, or Destroyed prior to Receipt by Owner, Co-owner or Beneficiary - copy P.D. 3062 (formerly P.D. 1901 and 1902) Retain 6 years and 3 months, Retire to Federal Records Center after 3 years.		
24. ★	Check issuance Request - Treasury Form 1746. Destroy after microfilming with progress sheets		
25.	Schedule of cancelled Checks - SF 1098 (copies) Destroy 4 years after end of fiscal year		
26.	Recapitulation of Block Level Totals of Checks issued and supporting tabulated listings SF 1179 (copies) Destroy when 4 years old		
27.	Voucher Schedules and comparable forms (SF 1166) a. Originals and "second" originals Retain 6 years and 3 months (Site Audit). Transfer to the Federal Records Center after GAO audit or after 3 years whichever is earlier b. Copies Destroy when 3 years and 1 month old beyond the month to which they relate		
28.	Inventory Reports, Checks, Bonds and Related Correspondence Destroy when 2 years old.		
29.	Inventory of checks from Assistant Disbursing Officers and related correspondence Destroy when 2 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p>Statement of Transaction (SF 1220 and 1221)</p> <p>Retain 6 years and 3 months (Site Audit). Transfer to the Federal Records Center after GAO Audit or after 3 years whichever is earlier.</p>		
31.	<p>Statement of Accountability (SF 1218 and SF 1219)</p> <p>Retain 6 years and 3 months. (Site Audit). Transfer to the Federal Records Center after GAO Audit or after 3 years whichever is earlier.</p>		
32.	<p>Statement of Transactions - SF 224 - Copy</p> <p>Destroy when 4 years old</p>		
33.	<p>Production and/or Cost Report</p> <p>Destroy when 3 years and 1 month old.</p>		
34.	<p>Disbursing Officer Ledgers (Form RO-1650).</p> <p>Destroy after the account of the RDO has been settled by GAO</p>		
35.	<p>Request for Reissue and/or Cancel U.S. Savings Bonds</p> <p>Destroy when 3 years old.</p>		
36.	<p>Statement of Designated Depository Account (SF 1149 and FS 440)</p> <p>a. Originals</p> <p>Retain 6 years & 3 months (Site Audit). Transfer to Federal Records Center after GAO Audit or after 3 years whichever is earlier.</p> <p>b. Copies</p> <p>Destroy when 2 years old.</p>		
37.	<p>Daily listings of checks Form RO 1055</p> <p>Destroy 1 full year after year of check issue</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	Routine correspondence in Regional Disbursing Offices pertaining to authorization or revocation of certifying officers Destroy when 2 years old		
39.	Authorized Certifying Officers Signature Cards SF 210 Destroy when the account of the RDO has been settled by GAO through the month of revocation		
40.	Agent cashier designations Revoked Designations Destroy after the account of the RDO has been settled by GAO through the month of revocation		
41.	Reimbursement Voucher - SF 1129 a. Active Cashier Retain until revoked. b. Revoked Cashier Destroy after account of RDO has been settled by GAO through the month of revocation		
42.	Record of Checks Cashed by the Cashier - copy Destroy 2 years after end of fiscal year		
43.	Registers of Registered Mail Destroy when 1 year old.		
44.	Notices of Exception from GAO Destroy 1 year after account of accountable officer is settled.		
45.	Savings Bonds Sales Reports and Supporting documents Destroy 1 year after account of accountable officer is settled.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
46.	<p>Foreign Currency Reports - Collections, Balances Held by Disbursing Officers, Currencies Purchased With Dollars and Estimate of Currency Requirements.</p> <p>Destroy 3 years after end of fiscal year.</p>		
47.	<p>Magnetic tape file of Check and Bond Inscriptions.</p> <p>The tape files are to be effaced two years after the date of creation.</p>		
48.	<p>Magnetic tape file of Inventory of Financial Organizations participating in Composite Check Operations.</p> <p>The tape files are to be effaced two years after the date of creation.</p>		
49.	<p>Gains and Deficiencies in accommodation exchange transactions.</p> <p>Destroy 5 years after end of fiscal year.</p>		
50.	<p>Reports of Check Issue Discrepancies, Overpayments, Shortages, Overdrafts, Losses (Does not include individual case files).</p> <p>Destroy 3 years after end of fiscal year.</p>		
51.	<p>Bonds of Indemnity and Supporting Documents for Depository Checks.</p> <p>Retain 3 years by Chief Disbursing Officer, 20 years by Federal Records Center.</p>		
52.	<p>Shortage in Disbursing Officers Accounts and Cashiers Fund - closed case.</p> <p>Destroy 7 years after close of case.</p>		
53.	<p>Advice regarding 8-Digit Agency Accounting Station Code(s) (TFS 6601).</p> <p>Destroy after receipt of updated advice.</p>		
54.	<p>Comprehensive Listing of Employee Master File FS 404.</p> <p>Retain 3 years and forward to NPRC, St. Louis, Mo. Destroy 53 years after date of last entry.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
55.	Punched Transaction Cards and Related Abstract Worksheets, Destroy 2 pay periods after preparation.		
56.	Progress Control Card, FS 493 and Control Register for Progress Control Card, FS 491. Destroy 1 pay period after preparation.		
57.	Magnetic tape file from which the payroll record, Compre- hensive Listing of Employee Master File, is produced biweekly. Payroll records for employees of various Treasury and Non-Treasury agencies are contained in the tape file. The tape files are to be affaced two years after the date of creation.		
58.	Reconciliation of Computer Produced Totals Bi-weekly Operations, FS 486. Destroy when audited by GAO or after 3 years.		
59.	Predeterminal and computer produced Control Totals, FS 488. Destroy when audited by GAO or after 3 years.		
60.	Health Plan Control Register, FS 487. Destroy when audited by GAO or after 3 years.		
61.	Time and Attendance Control Register, FS 489, Distribution Control. Destroy when audited by GAO or after 3 years.		
62.	Cost Center Control, Time and Attendance Report, FS 490. Destroy when audited by GAO or after 3 years.		
63.	Facility Control Register, FS 494. Destroy when audited by GAO or after 3 years.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
64.	Payroll Documents Transmittal, FS 495. Destroy when audited by GAO or after 3 years.		
65.	Time and Attendance Report, FS 430. Transfer to NPRC, St. Louis, Mo. after audit by GAO or after 3 years, whichever is earlier. The NPRC will destroy when 10 years old.		
66.	Payroll Change Slip, FS 426. Destroy when audited by GAO or after 3 years.		
67.	Miscellaneous Deductions and Allotment Control, FS 483. Destroy when audited by GAO or after 3 years.		
68.	Control Totals for Savings Allotments and Net Pay to Financial Organizations, FS 476. Destroy when audited by GAO or after 3 years.		
69.	Production Control Report, EDP-1205 & EDP-1205A. Destroy when 1 year old.		
70.	Receiving, Balance and Clearance Register, EDP-1206. Destroy when 3 years and 1 month old.		
71. ★	Payment Control Card, EDP-1208. Destroy when microfilmed. Maintain microfilm until reference needs have been met and then destroy.		
72.	Redrawal Control Card, EDP-1209. Destroy when 3 years and 1 month old.		
73.	Systems Log, EDP-1212. Destroy when 3 years and 1 month old.		
74.	File History Log, EDP-1213, EDP-1214 and EDP-1215. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75.	EDP-1217 - Tape Library Issues and Returns Destroy when 1 year old		
76.	EDP-1221 - Computer Utilization and Production Report Destroy when 3 years and 1 month old		
77.	EDP-1228 - Replacement and/or Correction Check Control Register Destroy when 3 years and 1 month old.		
78.	EDP-1229 - Electronic Operations Hold Check Request Destroy when 3 years and 1 month old.		
79.	EDP-1232 - Receipt and Analysis for Hold and Redirection Action Destroy when 2 years old		
80.	EDP-1233 - Progress Card for Social Security Hold Check Requests Destroy when 2 years old		
81.	EDP-1234 - Lot Control Register Destroy when 1 year old		
82.	EDP-1237 - Tape Inventory Sheet Destroy when 2 years old.		
83.	EDP-1238 - Lot Control Sheet (Payment Distribution Unit) Destroy when 1 year old		
84.	EDP-1242 - Transmittal of Magnetic Tape Reels for Security Storage Destroy when 3 years old		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
85.	EDP-1243, Electronic Microfilm Transmittal Form and Control Sheets. Destroy when 1 year old.		
86. ★	EDP-1244, Check Redrawal Control Card. Destroy when microfilmed. Retain microfilm until reference needs have been met and then destroy.		
87.	Advice of Program Change, EDP-1245. Retain for the duration of the computer program and 90 days thereafter.		
88.	EDP-1247, Annual Inventory of Magnetic Tape. Destroy when 1 year old.		
89.	EDP-1248, Electronic Microfilm Production and Utilization Report. Destroy when 3 years and 1 month old.		
90.	EDP-1250, Recommendation for Program - Change. Destroy when 1 year old.		
91.	EDP-1251, Patch Card - Coding Sheet. Destroy when 1 year old.		
92.	EDP-1255, Advice of Digiprint Microfilm Error(s). Destroy when 3 years old.		
93.	EDP-1257, Replacement Control Register. Destroy when 3 years and 1 month old.		
94.	EDP-1261, File History Log-Matrix Tapes. Destroy when 1 year old.		
95. ★	EDP-1262, Savings Bond Batch Control and Progress Card. Destroy when microfilmed. Retain microfilm until reference needs have been met and then destroy.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
96.	EDP-1265 - Control and Clearance Record (FTD). Destroy when 1 year old.		
97.	EDP-1267 - Processing Record (FTD). Destroy when 2 years old.		
98.	EDP-1275 - Magnetic Tape Disposal. Retain 5 years in Disbursing office, then transfer to Federal Records Center. Review after 15 years for National Archives.		
99.	EDP-1277 - Tape/Card Record Layout. Until problem definition is destroyed or tape layout is modified.		
100.	Reserve Fund Office Files. a. Active. Retain until operational needs have been met then destroy. b. Closed. Destroy after account of Chief Disbursing Officer has been settled by GAO through the month closed.		
101.	Disbursing Officer Designations. a. Active. Retain until operational needs have been met then destroy. b. Closed. Destroy after account of Chief Disbursing Officer has been settled by GAO through the month closed.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
102.	Listing of U.S. Dollar checks converted to foreign currency (excess currency countries) Destroy when 3 years 1 month old		
103.	Nonreceipt cases for payees living in excess currency countries (paid checks) Destroy when 2 years old		
104.	Uncollectible check case files (closed) Destroy 3 years after end of fiscal year		
105.	Certification to Government-wide Accounting Concerning Destruction of Canceled Checks (DDPM Exhibit 4510.6) Destroy when 3 years old		
106.	RO-94 - Visitors Identification Badge Register Destroy when 1 year old.		
107.	RO-106 - Lost or Forgotten Security Pass Record Destroy when 1 year old.		
108.	RO-90 - Security Pass (Permanent Employees) Destroy 1 year after turned in		
109.	RO-91 - Security Pass (Temporary Employees) Destroy after turned in.		
110.	Form RO-92 - Security Pass (Visitors) Retain until no longer useable.		
111.	RO-51 - Waste Paper, Inspection Log Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>ASSISTANT COMMISSIONER, GOVERNMENTWIDE</u> <u>ACCOUNTING (Series 500)</u></p> <p>The responsibilities of the Assistant Commissioner, Governmentwide Accounting are described in the functional statements of the Division of Data Processing, Government Accounting Systems Staff and the Division of Government Accounts and Reports.</p> <p><u>Division of Data Processing - Part I</u></p> <p>The division is a central Government activity, dealing with all Federal agencies, disbursing and collecting officers, and Federal Reserve Banks and Branches. Major Governmentwide applications, each of which is an essential component of the Government's system of internal control over cash operations, include: (1) an automated central accounting system embracing all cash financial operations of the Government; (2) the electronic payment and reconciliation of all Treasury checks issued world-wide by civilian and military disbursing officers; and (3) the compilation of data on deposits reported by the banking community and Federal agents to insure that all cash claimed to have been deposited has in fact reached the U.S. Treasury. The division also processes 37 million tax deposits annually for the Internal Revenue Service, and maintains an automated system, accommodating 600,000 stop pay actions annually, to support the operations of the Division of Check Claims.</p>		
1.	<p>Daily Clearance Report for Checks and FTD's, TUS-3560 and Daily Status Report, TFS-3563.</p> <p style="padding-left: 40px;">Destroy after 1 full fiscal year.</p>		
2.	<p>Computer Usage-By Function, TFS-3503.</p> <p style="padding-left: 40px;">Destroy after 2 full fiscal years.</p>		
3.	<p>Master List of D/O Symbols by Dept. and Agency.</p> <p style="padding-left: 40px;">Retain until revised, then destroy.</p>		
4.	<p>DDP Programming/Operations Bulletins.</p> <p style="padding-left: 40px;">Retain until revised, then destroy.</p>		
5.	<p>Programming documents including Forms TUS-3622, 3507, 3509, 3514, 3614, and TFS-3508.</p> <p style="padding-left: 40px;">Retain until revised, then destroy.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6.	Program Listings. Retain until revised, then destroy.		
7.	Program Decks (Cards). Retain until revised, then destroy.		
8.	Program Block Diagrams. Retain until revised, then destroy.		
9.	Treasury Typewriter Logs. Destroy after 3 full fiscal years.		
10.	Operators Console Manual, TUS-3520. Retain until revised, then destroy.		
11.	Record of Check Shipments Received, TUS-3502. Destroy when 2 years old.		
12.	Check Transmittal (To FRC), TUS-3513. Destroy when 1 year old.		
13.	Records of FTD's Received, TUS-3518. Destroy when 2 years old.		
14.	Treasury Checks on Hand in GAO Building, TFS-3624. Destroy when 1 year old.		
15.	SSI Check Transmittal, TFS-3632. Destroy when 1 year old.		
16.	Tape/Disk/Card Record Layout (Honeywell). Retain until revised, then destroy.		
17.	Corrections or Changes Stored in Computer Records, TUS-3016. Destroy when 2 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	Magnetic Tape Control Record, TFS-3510. Destroy when 3 years old.		
19.	Chart of Locator Numbers, TUS-3515. Retain until revised, then destroy.		
20.	Equipment Failure Record, TUS-3519. Destroy when 1 year old.		
21.	Daily Control of Transactions, TUS-3548. Destroy after 3 full fiscal years.		
22.	Magnetic Tape Transmittal Sheet, TUS-3569. Destroy after 1 full fiscal year.		
23.	Magnetic Tape History, TUS-3572. Destroy 1 year after tape becomes Unfit.		
24.	Outstanding Check Block Card, TFS-3588. Destroy when 1 month old.		
25.	Transmittal and Receipt of Reports, TUS-3605. Destroy when 3 months old.		
26.	Check Receipt Card (GSA Record Center), TFS-6406. Destroy when 6 years and 7 months old.		
27.	File Locator Number (Checks), TFS-5212. Destroy when 7 years old.		
28.	Budget Office. Destroy 3 months after close of fiscal year.		
29.	Administrative Accounts. Destroy 2 months after close of month to which they relate.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	Certain Continuing Files, such as Amounts Available for Restoration. Permanent: Offer to National Archives when reference needs have ended.		
31.	Account Master File: a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
32.	Monthly Treasury Statement Final for each month. Destroy when 1 year old.		
33.	MTS Title Tape-June Final. Destroy when 1 year old.		
34.	Appropriation, Fund and Receipt Account Transactions. Destroy when 1 year old.		
35.	Transactions for Analysis of SF-1151's, and Columns 2, 3 and 5 of the Combined Statement: a. Monthly Destroy when 90 days old. b. Year-End Final. Destroy when 1 year old.		
36.	Detail for Undistributed Disbursing Office Transactions Audit. Destroy when 90 days old.		
37.	Detail for Comparison of Checks Issued Audit. Destroy when 90 days old.		

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ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
38.	Detail for Direct Deposit Audit. Destroy when 90 days old.		
39.	Combined Statement Final Print Tapes. Destroy when 1 year old.		
40.	Accrual Master File: a. Monthly Update. Destroy when 3 years old. b. Final Fiscal Year. Destroy when 12 years old.		
41.	Monthly Accrual Balance Tape for Updating the Accrual Master File. Destroy when 90 days old.		
42.	Obligation Reports (SF 225). Destroy 1 full FY after close of current FY.		
43.	Combined Statement Master (Final). Destroy when 5 years old.		
44.	Combined Statement Titles (Final). Destroy when 5 years old.		
45.	Deposit in Transit Detail. Destroy when 90 days old.		
46.	Monthly Detail Bank Transcripts. Destroy when 1 year old.		
47.	Letters of Credits Reported by FRB. Destroy when 3 months old.		
48.	All other magnetic tape records. Maintain a minimum of 2 Generations of Data, then destroy.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Government Accounting Systems Staff - Part II</u></p> <p>This Staff furnishes technical assistance and serves as consultant to the Assistant Commissioner, Governmentwide Accounting on matters relating to accounting systems, data and management systems, and Treasury regulations. It provides alternate Treasury representation on the steering committee for the Joint Financial Management Improvement Program.</p> <p>Survey and Project Study Files -</p> <p>All records documenting systems project studies. Files consist of correspondence, forms, reports and other related material.</p> <p>a. Temporary value, i.e., not expected to be useful in connection with future projects.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p> <p>b. Long term value, i.e., probably useful in connection with future projects.</p> <p style="padding-left: 40px;">Destroy when 15 years old.</p>		
2.	<p>State Tax Agreements -</p> <p>File material documenting agreement made with States for deduction of State and City taxes.</p> <p>Permanent: Offer to Archives when 20 years old.</p> <p><u>Division of Government Accounts and Reports - Part III</u></p> <p>This division maintains a system of central summary accounts which discloses the monetary assets and liabilities of the United States Treasury, and which provides for integrating Treasury cash and funding operations with the financial operations of disbursing and collecting officers and of Government program agencies. The accounts include sub-systems for reconciling checks, letters of credit and deposit transactions. Additionally, the division compiles and publishes daily, monthly, quarterly and annual reports to show budget results, other financial operations and financial status of Government.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>It draws appropriation warrants and other funding authorizations, and assigns official Treasury account symbols and titles. It also provides investment and loan services for Government funds, including investment of the major Government Trust Funds such as Social Security and Civil Service Retirement.</p> <p><u>Special Reporting Branch</u></p>		
1.	<p>Policy records pertaining to financial reports functions.</p> <p>Permanent: Transfer to Federal Records Center when 10 years old. Offer to Nat'l. Archives when 20 years old.</p>		
2.	<p>Subject files relating to routine operations, exclusive of policy and central files.</p> <p>Destroy when 2 years old.</p>		
3.	<p>Record sets of the Financial Organization Directory, the Foreign Currency Held Report, the Secretary's Annual Report, and Treasury Bulletin, and various other summary financial reports.</p> <p>Permanent: Transfer to Federal Records Center when 10 years old. Offer to Nat'l. Archives when 20 years old.</p>		
4.	<p>Work sheets and papers pertaining to the preparation of the Financial Organization Directory, foreign currency reports, the Secretary's Annual Report, the Treasury Bulletin, and other financial reports.</p> <p>Destroy when 1 year old.</p>		
5.	<p>Corporation and business-type enterprise balance sheets and related reports submitted by agencies.</p> <p>Transfer to Bureau storage when 2 years old, hold 2 years and forward to the Federal Records Center. Destroy 30 years after dates of reports.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
6.	<p>Foreign currency reports submitted by agencies, Foreign Currency Accounts Current, (FS-488) and related reports submitted by disbursing officers, and foreign currency documents initiated by SRB.</p> <p>Retain for site audit (R.G. 217) 6 years, 3 months. Transfer to Federal Records Center after GAO audit or after 3 years, whichever is earlier.</p>		
7.	<p>Foreign currency agreement files, conversion files, and country instructions files.</p> <p>Destroy 30 years after date of document.</p>		
8.	<p>Reports on obligations (SF 225) submitted by agencies.</p> <p>Transfer to Bureau storage when 2 years old, hold 2 years and forward to Federal Records Center. Destroy 15 years after date of report.</p> <p><u>Appropriation and Investment Branch</u></p>		
9.	<p>Policy files pertaining to investment functions.</p> <p>Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 30 years old.</p>		
10.	<p>Ledger maintained to summarize the payments, collections and fiscal operations of the various investment functions.</p> <p>Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 30 years old.</p>		
11.	<p>Investment transactions and related accounting documentation, including SF-224 - Statement of Transactions and BA-6652 - Statement of Differences (copies).</p> <p>Retain for GAO Site Audit 6 years and 3 months. Transfer to Federal Records Center after audit by GAO or after 3 years whichever is earlier.</p>		
12.	<p>Authorization letters (originals) pertaining to investments.</p> <p>When approved by the President, transfer to National Archives. All others retain for GAO audit 6 years, 3 months. Transfer to Federal Records Center after GAO audit or 3 years whichever is earlier.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
13.	Subject files relating to routine operations, exclusive of policy and central files, Destroy when 2 years old.		
14.	Audit of securities deposited with U.S. Treasury. Destroy when 3 years old.		
15.	Request by administrative agencies for sale or other disposition of commercial securities. Destroy when 3 years old.		
16.	Copies of accounting documents (certificates of deposit, investment memorandums to Public Debt, etc.), original and copies of letters from administrative agencies requesting investment transactions. Destroy when 4 years old.		
17.	Proceeds of the estates of patients who died intestate - no legal heirs (example - General Post Fund). Destroy when 4 years old.		
18.	Policy files pertaining to loan functions. Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 30 years old.		
19.	Ledgers maintained to summarize the advances, repayments, and fiscal operations of the various loan functions. Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 30 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
20.	<p>Working files consisting of basic notes relating to the establishment of new accounts and the Federal Accounts Symbols and Titles Booklet.</p> <p>Permanent: Transfer to Federal Records Center when 20 years old. Offer to National Archives when 40 years old.</p>		
21.	<p>TFS-6200 - Appropriation and Restoration Warrants (Formerly Treasury Form 523).</p> <p>Permanent: Transfer to Federal Records Center when 20 years old. Offer to National Archives when 40 years old.</p>		
22.	<p>TFS-6202 - Surplus Warrants (Formerly Treasury Form 524).</p> <p>Permanent: Transfer to Federal Records Center when 20 years old. Offer to National Archives when 40 years old.</p>		
23.	<p>SF-1151 - Appropriation Transfer Authorization.</p> <p>Destroy when 12 years old.</p>		
24.	<p>TFS-2108 - Annual Report of Unexpended and Unobligated Balances.</p> <p>Destroy when 12 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25.	<p><u>General Ledger Branch</u></p> <p>Statements of Transactions and Accountability and all supporting accounting documents, including Forms SF-1218, SF-1219, SF-1220, SF-1221 and FS-440.</p> <p>A. Originals - Retain 6 years and 3 months (Site Audit). Transfer to Federal Records Center after audit by GAO or after 3 years, whichever is earlier.</p> <p>B. Copies - Destroy 3 full fiscal years after year in which prepared.</p>		
26.	<p>Transcripts of the General Account of the U.S. Treasury and Gold Custody Account and all supporting Abstracts and Statements, including Forms TUS-17, TUS-18, and TFS-5176.</p> <p>A. Originals - Retain 6 years and 3 months (Site Audit). Transfer to Federal Records Center after Audit by GAO or after 3 years, whichever is earlier.</p> <p>B. Copies - Destroy 3 full fiscal years after year in which prepared.</p>		
27.	<p>Depository Checks.</p> <p>Destroy when 6 years and 7 months old.</p>		
28.	<p>All Ledger Pages.</p> <p>Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 20 years old.</p>		
29.	<p>Funding Authorizations for Checking Accounts.</p> <p>Destroy when 4 years old.</p>		
30.	<p>Recap. of Block Control Level - Totals of Checks Issued SF-1179.</p> <p>Destroy when 4 years old.</p>		

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ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
31.	Requests for Special Entries. Destroy when 3 years old.		
32.	Collection and check issue reports. Destroy when 3 years old.		
33.	Status of Foreign Currency Balances in U.S. Equivalency, Destroy when 3 years old.		
34.	Annual Report of FSA and FT Balances in U.S. Equivalency; Foreign Depository Quarterly Report; Reports of Receipts, Payments and Balances; and Reports of Balances with Accounts of the U.S. Treasury TFS-5144. Destroy when 3 years old.		
35.	Balance in Treasury Account D&T Branch and Foreign Currency Bank Balances. Destroy when 3 years old.		
36.	Deferred Balance - Treasury's General Account Symbol 17-900. Destroy when 10 years old.		
37.	All Debit and Credit Vouchers. Destroy when 10 years old.		
38.	Daily Clearance of Funds in Transit. Destroy when 3 years old.		
39.	Work Volume and Tax Classification Recap. Destroy when 3 years old.		
40.	Symbol 17-867 Control for FRB's Destroy when 3 years old.		
41.	Special Register of Transactions - FTD Destroy when 3 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42.	Railroad Retirement Classifications. Destroy when 3 years old.		
43.	Reconciliation of Form TUS-4134 with 521 Report. Destroy when 3 years old.		
44.	Reports of FTD - Dept. Circ. 1079 (Form TUS-4134). Destroy when 3 years old.		
45.	Reconciliation Letters. Destroy when 3 years old.		
46.	Bank Transcript - Register of Transactions. Destroy when 1 year old.		
47.	Examiner Letters. Destroy when 5 years old.		
48.	Special Entries, Adding Machine Tapes, and all Computer Listings (Special Registers of Transactions 17-169 & 17-210) Retain until related Ledgers are sent for binding. Then destroy.		
49.	Central General Ledger and Central General Ledger-Trial Balance. Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 20 years old.		
50.	Statement of U.S. Currency & Coin (Treasury Form 1028). Permanent: Transfer to Federal Records Center after 10 years. Offer to National Archives when 20 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
51.	Statement of Dollar Value of U.S. Notes and Silver. Permanent: Transfer to Federal Records Center after 10 years. Offer to National Archives when 20 years old.		
52.	U.S. Treasury General Ledger, Journal Voucher and Balance Sheet. Permanent: Transfer to Federal Records Center when 10 years old. Offer to National Archives when 20 years old.		
53.	Undisbursed Appropriation Accounts - Trial Balance TFS-6654. Destroy when 12 years old.		
54.	Receipt Accounts Trial Balance BA-6655. Destroy when 12 years old.		
55.	Consolidated Summary Proof and Detail of Accountability. Destroy when 12 years old.		
56.	Balances of U.S. Currency in Reserve, TUS-2984. Destroy when 10 years old.		
57.	Population Estimates. Destroy when 10 years old.		
58.	Currency Held by FRB's, Federal Reserve Notes Outstanding & Collateral Pledged. Destroy when 10 years old.		
59.	Monthly Reports of Paper Currency on Hand. Destroy when 10 years old.		
60.	Report of U.S. Coin Outstanding, Credit Vouchers (U.S. Coins) TUS-2541. Destroy when 10 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
61.	Account of the U.S. Treasury. Destroy when 10 years old.		
62.	Balances of Funds in Transit GFO 4061-1. Destroy when 10 years old.		
63.	Analysis of Balances by Classes and Denominations TUS-2075, TUS-2655. Destroy when 10 years old.		
64.	Currency Report by Kinds and Denominations. Destroy when 10 years old.		
65.	Balances in Treasury's Account TFS-4321. Destroy when 10 years old.		
66.	Summary of Paper Currency Issued, Redeemed, and Received. Destroy when 10 years old.		
67.	Statement of Federal Reserve Agents FR 44. Destroy when 10 years old.		
68.	Activity of Stock Balance Report (BEP Form 1908). Destroy when 10 years old.		
69.	Advice of Transactions in Federal Reserve Notes (TFS-9029). Destroy when 10 years old.		
70.	Schedule of Delivery for Federal Reserve "Currency Notes" (BEP Form 1905). Destroy when 10 years old.		
71.	Letter os Advice of Shipment of U.S. Notes (BEP Form 1907). Destroy when 10 years old.		
72.	Deposit in Gold Certificate Fund. Destroy when 10 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	Certificate of Deposit of Interest Collections for Public Debt Securities. Destroy when 10 years old.		
74.	Statement of Transactions - Letters of Credit. Destroy when 10 years old.		
75.	Monthly Statement of Accounts of Gold Certificate Fund (TFS-5567). Destroy when 12 years old.		
76.	Treasury Statement of Accountability, TUS-4361. Destroy when 12 years old.		
77.	Classification on Receipt Clearing Accounts and Government Receipt Charges. Destroy when obsolete.		
78.	Quarterly Administrative Expenses to Social Security Trust Fund and Unemployment Trust Fund (BA-6141). Destroy when 5 years old.		
79.	Quarterly Adjustment, and Annual Adjustment and Summary of Administrative Expenses to Social Security Trust Funds. Destroy when 5 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
80.	Statement of Transactions Relative to Authorizations to Expend from Public Debt Receipts. Destroy when 5 years old.		
81.	Letters of Requests for Preparation of Form BA-6716, Loan Authorization Journal. Destroy when 5 years old.		
82.	Status of Soldiers & Airmen's Home Permanent Fund. Destroy when 5 years old.		
83.	Summary of \$1.00 Silver Certificates TFS-4010. Destroy when 5 years old.		
84.	Report of U.S. Notes and Silver Certificates. Destroy when 5 years old.		
85.	Balances of Unissued U.S. Currency. Destroy when 5 years old.		
86.	Table of Paper Currency Issued and Redeemed and Report of Paper Currency Produced, Issued and Retired. Destroy when 5 years old.		
87.	FRB Audit Request for Balances. Destroy when 5 years old.		
88.	Combined Unfit Federal Reserve Notes Redemptions - FR-276. Destroy when 5 years old.		
89.	Statement of Federal Reserve Notes, New Series, Redemptions, Reissues, Original Issues. GFO-9032. Destroy when 5 years old.		
90.	Funding Authorizations for Checking Accounts, BA-6641 and the Control Register for BA-6641. Destroy when 10 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
91.	Monthly Warrant Transactions Summary. Destroy when 4 years old.		
92.	Special Agent Account Balances. Destroy when 4 years old.		
93.	Securities Held in Gov't. Accounts. Destroy when 4 years old.		
94.	Estimate of Taxes for OASF & FDFHI. Destroy when 4 years old.		
95.	Transfer of Funds - U.S.D.O. FS:AU-168. Destroy when 10 years old.		
96.	Investments of Non-budgetary Accounts BA-R-1134, Holdings of Trust Funds BA-R-1132, and Budgetary and Non-budgetary Accounts BA-R-1138. Destroy when 4 years old.		
97.	Quarterly Report of Certified Wages. Destroy when 4 years old.		
98.	Detail Listing of Transactions. Destroy when 4 years old.		
99.	Requests for Appropriation (Quarterly adjustment to Social Security Trust Fund). Destroy when 4 years old.		
100.	Reconciliation & Proof Statements BA-6695. Destroy when 4 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
101.	FUTA Receipts Recorded in Central Accounts. Destroy when 4 years old.		
102.	Budget Clearing Account Letter. Destroy when 4 years old.		
103.	Item Proof Listing of Warrant Transactions. Destroy when 4 years old.		
104.	Listing of Monthly Code 55 Transactions from Register 11. Destroy when 4 years old.		
105.	Unappropriated Receipts Ledger, Trial Balance and Accounts Sheets (TFS-6655). Destroy when 12 years old.		
106.	Unmatched Listing for Unappropriated Receipts Ledger. Destroy when 4 years old.		
107.	Proof Sheet for Control Area 20. Destroy when 4 years old.		
108.	Loan Authorization Journal GFO-6717. Destroy when 4 years old.		
109.	Listing of Monthly "P" Accounts. Destroy when 4 years old.		
110.	Capital Transfer Receipts Ledger and Trial Balance BA-6633. Destroy when 4 years old.		
111.	Monthly Summary of U.S. Notes and Silver Certificates Destroyed by FRBs. Destroy when 4 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
112.	Memo to Verify Balance of Canceled Currency on Hand. Destroy when 4 years old.		
113.	Letter for Certifying Amount of Canceled Unfit Paper Currency by FRBs from FRBs. Destroy when 4 years old.		
114.	Report of Paper Currency Destroyed-Pieces, Dollar Value of Paper Currency Destroyed, and Schedule of Discontinued Issues of U.S. Currency Redeemed and Destroyed GFO-2019. Destroy when 4 years old.		
115.	Memo to Verify Cash Services Accounts. Destroy when 4 years old.		
116.	Reconcilement of TUS-4361 to Central General Ledger. Destroy when 4 years old.		
117.	Worksheet for Special Reports and Daily Treasury Statement, TFS-4013. Destroy when 4 years old.		
118.	Monthly Schedule of Funding Authorizations. Destroy when 4 years old.		
119.	Memo to Reconcile Central Summaries List with TUS-4361. Destroy when 4 years old.		
120.	Schedule of Payment Vouchers on Letters of Credit. Destroy when 4 years old.		
121.	Monthly Letter of Credit Activity Report. Destroy when 3 years old.		
122.	MTS Check List. Destroy when 3 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
123.	Daily Report of Transactions Relating to Certain Trust Accounts. Destroy when 3 years old.		
124.	Summary of Unfit FR Notes Shipped for Destruction FR 60. Destroy when 3 years old.		
125.	Federal Reserve Telegram, Advice to New Series of FR Notes. Destroy when 3 years old.		
126.	Redeemed TUS-9001g, Advice of Delivery to Verification Unit (FR Notes Redeemed) Certificate of Destruction (FR Notes Redeemed). Destroy when 3 years old.		
127.	Letter to Request Audit to FRB. Destroy when 3 years old.		
128.	Daily Clearance of Funds in Transit. Destroy when 3 years old.		
129.	Special Register of Transactions - G. L. Destroy when 3 years old.		
130.	Daily Summary of Receipts and Payments. Destroy when 3 years old.		
131.	Report of FAD Items. Destroy when 3 years old.		
132.	Investment Transactions - Funded and Unfunded Accounts. Destroy when 3 years old.		
133.	Report for Account Symbol 891-803. Destroy when 3 years old.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
134.	Central Accounting Instructions. Retain until obsolete.		
135.	Letter of Credit Reconcilement. Destroy when 2 years old.		
136.	Listing of Out-of-Balance Condition of General Ledger JEVs. Destroy when 2 years old.		
137.	SF-1017G Journal Voucher. Destroy when 4 years old.		
138.	MTS Printout, Analysis, and Comparison. Destroy when 2 years old.		
139.	Statement of Differences for Letters of Credit BA-6652, and Letter of Credit Reconciliation. Destroy when 2 years old.		
140.	List of Investments of Gov't. Accounts in Federal Securities BA-R 1123, and list of Investments of Certain Agencies. Destroy when 2 years old.		
141.	Letter About Estimate of Wages Subject to Refund. Destroy when 5 years old. <u>Reconciliation Branch</u>		
142.	Payment Voucher on Letters of Credit, TFS-5401. Destroy when 10 years old.		
143.	D.O. Daily Report. Destroy 3 full fiscal years after year in which prepared.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
144.	Funded Certificates of Deposit, SF-209. Transfer to Federal REcords Center after 3 years. Federal REcords Center destroy 12 years after close of FY in which created.		
145.	Statement of Funded Checking Accounts, TFS-5207-1, SF-1178. Destroy when 7 years old.		
146.	Recapitulation of Block Control Level Totals of checks issued and Journal Voucher, SF-1179, SF-1017 G. Destroy when 7 years old.		
147.	Adjustment Entry Affecting checks payable at designated Banks. Destroy when 2 years old.		
148.	Paid Checks Locator Statements. Destroy 6 years and 9 months after date of statements.		
149.	Purge - Strip Reports. Destroy 6 years and 9 months after date of reports.		
150.	Plate signature authorizations. Destroy when revoked or related account closed.		
151.	Acknowledgment of designation of deputy disbursing officers. Destroy when 2 years old.		
152.	Notices of emergency designation of deputy. Destroy when 2 years old.		
153.	Signature cards and Signature mutilation reports.. Destroy when 2 years old.		
154.	Specimen signature sheets. Destroy when obsolete.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
155.	Files pertaining to assignment of card check symbols. Destroy 2 years after account closed.		
156.	Closed account cards. Destroy when 10 years old.		
157.	Correspondence acknowledging receipt of designation of deputy to sign checks. Destroy when 10 years old.		
158.	Correspondence acknowledging recognition of appointment of deputy disbursing officer in advance of submission of formal instruments of designation. Destroy when 10 years old.		
159.	Correspondence acknowledging receipt of specimen of facsimile signature plates and informing addressee of approval. Destroy when 10 years old.		
160.	Correspondence requesting or furnishing information pertaining to the establishment of accounts and authority for persons to sign. Destroy 10 years after account closed.		
161.	Records of designation and appointment of deputies to disbursing officers: Destroy 10 years after related account is closed.		
162.	Mutilated facsimile signature plate card. Destroy when 5 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
163.	Notices of Checks Delivered. Destroy when 2 years old.		
164.	Reproductions of requisitions for the printing of disbursing officer's checks. Destroy when 10 years old.		
165.	Schedules of card check symbols assigned. Destroy when 10 years old.		
166.	Specimen of facsimile signature plates. Destroy 10 years after related accounts are closed.		
167.	Symbol assignment cards. Destroy when 10 years old.		
168.	Symbol assignment notices. Destroy 6 months or after audit by GAO, whichever is later.		
169.	Telegrams requesting information from or furnishing information to disbursing officers and Federal Reserve Banks. Destroy when 2 years old.		
170.	Teletype detail reports. Destroy when 3 months old.		
171.	Records of symbol assigned to disbursing officers of Division of Disbursement, Symbol assignment record books, and Symbol record cards. Destroy when 10 years old.		
172.	Disbursing Officers' check issue listings and related Spoiled checks. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
173.	Check Issue adjustments & payment adjustments. Destroy 3 full fiscal years after year in which prepared.		
174.	Withheld Check Custody Files. Transfer to Check Claims Division when 2 years old. Destroy when 7 years old.		
175.	D.O. Funded Report. Destroy when 1 year old.		
176.	Mail Registry Sheets. Destroy when 90 days old.		
177.	Matrix-Outstanding Exception Reports, Printout Summary Report and supporting printouts, Rejected Items & Suspense Report, and Stop Pay Exception Report. Destroy 3 full fiscal years after year in which produced.		
178.	TFS-1184B, Unavailable Check Cancellation Charge Ticket Filed With Checks. Destroy when 7 years old.		
179.	TUS-3067, Void Checks forwarded to EDP Division. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
180.	Abstract of checks paid and Adjustment entries. Destroy when 9 months old.		
181.	Correspondence with FRBs. Destroy when 9 months old.		
182.	Daily Transcripts, checks. Destroy when 1 year old.		
183.	Work reports. Destroy when 6 months old.		
184.	Convertor Proof Sheets, checks. Destroy when 9 months old.		
185.	Federal Tax Deposit Convert Proof Sheets, Control Sheets, Adjustments relating to F.T.D., Certificate Deposit (SF-215, TUS-15) and Miscellaneous F.T.D. Computer Reports. Destroy 3 full fiscal years after date of document.		
186.	Transcript of the General Account of the Treasurer of the United States (GFO-17). Destroy when 1 year old.		
187.	Abstract of Receipts - Continued (TUS-17c) and Abstract of Charges - Continued (Supporting Transcript), GFO-17M. Destroy when 1 year old.		
188.	Redeemed Food Stamps Coupons - Document, TFS-834. Destroy when 6 years and 9 months old.		
189.	Charge Ticket-Account Post Office Department (Symbol 5226). Destroy when 6 years and 9 months old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
190.	Credit Ticket-Reclamation (Symbol 4823). TFS-6536. Forward to Check Claims-daily. Destroy when 1 year old.		
191.	Batch Control Register, Miscellaneous Transactions, TFS-3001. Destroy when 18 months old.		
192.	Progress Sheet for Checks Rejected During Conversion, TUS-3008. Destroy when 1 year old.		
193.	Work Sheet for Checks Rejected During Conversion, TFS-3029. Retain in Sec. until work is balanced, then to Bank Rec. for filing. Destroy when differences are reconciled.		
194.	Daily Control Local Bank Checks, TFS-3049. Destroy when 1 year old.		
195.	FRB Mutilated Checks-Rejected Reels. Destroy when 1 year old.		
196.	Abstract of Checks Forwarded to the Treasurer of the United States for Payment, GFO-3068, TUS 17A. Destroy when 1 year old.		
197.	Check Replacement Tabulating Card, TFS-3081. Destroy when 6 years and 9 months old.		
198.	Batch Identification Card, TFS-3087. Destroy when 6 years and 9 months old.		
199.	Transfer of Charges Relating to Card Checks (Debit Voucher). TFS-3100. Copy retained until balanced.		
200.	Daily Work Count, TFS-3104 and Daily Work Report, TUS-3152. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
201.	Batch Register for Federal Taxes, TUS-3152. Destroy when 3 years old.		
202.	Payment Adjustment Voucher (Symbol 8999), TFS-3214 and TFS-3214A. Original transferred to FRC for 6 years and 7 months, then destroyed. Maintain copy in Reconciliation Branch for 3 full fiscal years after year in which prepared, then destroy.		
203.	Debit and Credit Voucher, GFO-5208 and Debit and Credit Voucher (Transfer of charges relating to Card Checks) TFS-5209. Destroy when 1 year old.		
204.	Batch Control Register for Fit Government Checks (for banks), TFS-5211 and Batch Control Register for Mutilated Checks, TFS-5223. Destroy when 1 year old.		
205.	Return Check Memorandum, TFS-6537. Destroy when 1 year old.		
206.	Receipt for transferring Local Bank checks to Treasury Department, GFO-6712. Destroy when 1 year old.		
207.	Correspondence with Federal Reserve Banks. a. Pertaining to Procedures matters. Destroy when 3 years old. b. All other correspondence. Destroy when 1 year old.		
208.	General and Procedural memoranda. Retain until obsolete or superseded.		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
209.	Requests for all Bank adjustments. Destroy when 1 year old.		
210.	Undisbursed Appropriation Trial Balance and Undisbursed Appropriation Account. Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		
211.	Receipt Account Trial Balance and Receipt Account. Transfer to Federal Records Center when 2 years old. Destroy when 8 years and 3 months old.		
212.	Certificates of Deposit. Transfer to Federal Records Center when 2 years old. Destroy when 12 years old.		
213.	Debit Voucher, GFO-5504. Transfer to Federal Records Center when 2 years old. Destroy when 12 years old.		
214.	Daily Register of Consolidated Abstracts - Direct Deposits. Destroy when 4 years old.		
215.	Daily Register of Certificates of Deposit - Direct Deposits. Transfer to Federal Records Center when 2 years old. Destroy when 12 years old.		
216.	Report of Selected Balances for Stating Budget Results on the Accrual Basis Appropriation & Fund Accounts (BA-6727), Accrual Basis General, and Special and Trust Fund Report Accounts (BA-6728). Destroy when 4 years old.		
217.	Transmittal Letter, Accrued Revenue and Expenditure, BA-6732. Destroy when 4 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
218.	Journal Vouchers SF-1017-G. Destroy when 4 years old.		
219.	Register of Deposits in Transit Adjustment for Differences of \$5.00 or less, Register of check Issue Adjustment for Differences of \$5.00 or less, and Register of Transactions. Destroy when 4 years old.		
220.	Undistributed Disbursing Office Transactions - All Tabulations including Subsidiary Ledger and Trial Balance. Destroy when 4 years old.		
221.	Deposits in Transit and Direct Deposits - All Tabulations including Subsidiary Ledgers and Trial Balances. Destroy when 8 years old.		
222.	Checks Issued - All Tabulations including comparisons. Destroy when 8 years old.		
223.	Correspondence - Deposits-in-Transit, Direct Deposits and Checks Issued. Destroy when 4 years old.		
224.	Special Cases - Deposit-in-Transit. Destroy when 4 years old.		
225.	Area Controls - DD, DIT, Checks Issued and Undistributed. Destroy when 1 year old.		
226.	Statistical Report - Deposit-in-Transit, Checks Issued, Direct Deposit, and Undistributed. Destroy when 1 year old.		
227.	Statement of Differences. Destroy when 1 year old.		
228.	IRS - Certificates of Deposit, Debit Vouchers. Destroy when 1 year old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>Government Reports Branch</u>		
229.	TUS-4004, Memorandum of figures telephoned by Division of Public Debt Accounts and Audit. Destroy when 5 days old.		
230.	TUS-4006, Work Sheet for ounces shown on page 1 of the Daily Treasury Statement. Destroy when 3 months old.		
231.	TFS-4008, Report showing transcripts cleared and classified as Treasury Offices, etc. Destroy when 3 months old.		
232.	TFS-4011, Investments of Government agencies in public debt securities. Destroy when 1 year old.		
233.	GFO-4012, Sales and redemptions of obligations of Government agencies in market. Destroy when 1 year old.		
234.	TFS-4013, Worksheet for special reports and summaries. Destroy when 1 year old.		
235.	TUS-4014, Posting sheet for investment transactions - <u>unfunded accounts</u> . Destroy when 1 year old.		
236.	TUS-4018, Transmittal slip to have printers copy of Daily Treasury Statement photostated. Destroy when 1 year old.		
237.	All Debit and Credit Vouchers. Transfer to Federal Records Center when 2 years old. Destroy when 10 years old.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
238.	TUS-4058, Daily report of United States paper currency redeemed (GA-58). Destroy when 6 months old.		
239.	TUS-4349, Posting sheet for investment transactions - funded accounts (GA-349). Destroy when 3 months old.		
240.	TUS-4355, Printer's copy for DTS (GA-355). Destroy when 3 years old.		
241.	All Ledger Sheets. Transfer to Federal Records Center when 2 years old. Destroy when 15 years old.		
242.	All Securities. Transfer to Federal Records Center when 2 years old. Destroy when 10 years old.		
243.	TUS-5533, Document - Redeemed United States Paper Currency, Symbol 17-164 (7 part snap out - 5533, a,b,c,d,e,f). Destroy when 10 years old.		
244.	TFS-5567, Monthly Statement of Account - Treasurer U.S., as special agent. Destroy when 10 years.		
245.	All Special Entries. Transfer to Federal Records Center when 2 years old. Destroy when 15 years old.		
246.	TUS-5693, Daily statement of assets and liabilities (mints and assay offices). Destroy when 10 years old. *Items 4a, pgs. 51 & 52; Item 3b, pg. 56; Item 7, pg. 57; Item 24, pg. 59; Item 71, pg. 64; and Items 86 & 95, pg. 66 "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records."		