

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number
N1-507-06-2

1 From (Agency or establishment)
Department of Defense

Date Received
3/22/2006

2 Major Subdivision
Defense Finance and Accounting Service

Notification to Agency
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

3 Minor Subdivision
Entire Agency

4 Name of Person with whom to confer
Leona Jacob

5 Telephone (include area code)
317-510-5041

Date
2/17/06

Archivist of the United States
[Signature]

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required is attached has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

Leona Jacob

Records Program Manager

03/14/2006

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1.	<p>Defense Finance and Accounting Service 5015.2-M, Schedule 7333, Traveler Charge Card Program. Add Rule 13.1 to authorize indefinite retention of active and inactive Individual Cardholder Accounts files and disposal of Closed Individual Cardholder accounts after one year retention.</p> <p>Individual Cardholder Files pertain to DFAS employees who possess a travel charge card and include but are not limited to application, training certificate, Statement of Understanding and any correspondence or administrative communications. Documents are in hardcopy and are maintained in active files as long as the account is open.</p> <p>Individual folder is transferred to the Inactive Accounts File when account is suspended or closed for nonuse or other reasons. Folders are maintained by DFAS in Inactive Accounts Files indefinitely to facilitate reopening the account when necessary.</p> <p>Individual folder is placed in Closed Account file when employee retires or separates from DFAS. Closed Account Files will be maintained by DFAS for one year and then destroyed.</p> <p>Records will not be transferred to a Federal Records Center. One year retention of closed accounts is sufficient for DFAS business purposes. See attached Schedule 7333</p> <p><i>cc Agency, MR, nwm, nwmw, nwt</i></p>		

SCHEDULE 7333
TRAVEL RECORDS

7333. This schedule governs disposition of records pertaining to the Defense Travel Pay Offices. (Reference Financial Management Regulation, DoD 7000.14-R, Vol 9)

SCHEDULE 7333		TRAVEL RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	FOLLOW-UP MANAGEMENT PRODUCTS	Listings used to perform follow-up on outstanding advances and obligations.	DFAS Sites	Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R1)
1.01		Copies of follow-up letters and payroll deduction documents.		Cut off when traveler submits settlement or collection transaction is processed. Destroy on cutoff. AUTH: (N1-507-97-1) (7333/R1.01)
2.	VALIDATION MANAGEMENT LISTINGS	For-Others Audit List and Edit/Validation List.		Cut off at end of day. Destroy 45 days after cutoff. AUTH: (N1-507-97-1) (7333/R2)
2.01		Other listings used to validate system update.		Cut off at end of day. Destroy 1 month after cutoff. AUTH: (N1-507-97-1) (7333/R2.01)
3.	OPTIONAL MANAGEMENT LISTINGS	Listings used for technical evaluation, research, and/or as a reference.		Cut off and destroy when superseded or obsolete. AUTH: (N1-507-97-1) (7333/R3)
4.	QUARTERLY MANAGEMENT LISTINGS	Listings used for the reconciliation of accounting data.	Accountable Stations	Cut off at end of quarter. Destroy 6 months after cutoff. AUTH: (N1-507-97-1) (7333/R4)
5.	DISKETTE INTERFACE FILES	Interface files used to transfer pertinent information and/or accounting data from one system to another.		Cut off on completion of upload. Destroy 5 workdays after upload. (NOTES 1, 2, 3) AUTH: (N1-507-97-1) (7333/R5)
6.	RECORD OF TRAVEL PAYMENTS: THE AUTOMATED TRAVEL RECORD ACCOUNTING SYSTEM (ATRAS)	Central Travel History record (CTHR) of master travel record information from Field Operation ATRAS databases.	DFAS Denver	Cut off at end of fiscal year in which payment was made. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R6)

SCHEDULE 7333

TRAVEL RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
7.	OBLIGATION DOCUMENTS	Document used to support a confirmed reservation of funds, which establishes legal liability for payment by the government.	DFAS Denver	Cut off upon payment or deobligation of reserved funds. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R7)
8.	CLAIMS	Document(s) that support the submission of a doubtful travel claim.		Cut off upon payment, denial or deobligation of funds. Destroy 1 year after cutoff or, if paid, attach to travel voucher. AUTH: (GRS 6, Item 1b) (7333/R8)
9.	POSTING MEDIA	Records, other than source records such as journal vouchers, posting data transfer, and specialized posting media for machine applications, used to provide input data to the Accounts Management and Reconciliation Branch.		Cut off when discrepancy is cleared. Destroy 90 days after cutoff. AUTH: (N1-507-97-1) (7333/R9)
10.	TRAVEL VOUCHERS	Copies of paid travel vouchers utilized to update the General Accounting System.		Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH: (GRS 6, Item 1b) (7333/R10)
11.	CONTROL LOGS	Disbursement and collection travel voucher control logs.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R11)
12.	NONAVAILABILITY OF GOVERNMENT QUARTERS AND MESS	Retained organizational copies of forms and related records.	Issuing/approving authorities	Cut off at end of day. Destroy 1 year after cutoff. AUTH: (N1-507-97-1) (7333/R12)
13.	TRAVELER CHARGE CARD PROGRAM	Reports and associated documents used to administer government travel charge card program which includes the Individually Billed Accounts and the Centrally Billed Accounts.	Integrated Card Management Office, Contract Services Directorate	Cut off at end of year. Destroy 6 years, 3 months after cutoff. AUTH: (GRS 6, Item 1a) (7333/R13)

SCHEDULE 7333

TRAVEL RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
13.1		Individual Cardholder Files which include but are not limited to card application, training certificate, Statement of Understanding and any correspondence or administrative communications.	Integrated Card Management Office, Contract Services Directorate	Place in Inactive File when card is cancelled for nonuse or other reasons. Place in Closed Accounts File when cardholder retires or separates from DFAS, retain for one year, and then destroy. AUTH: () (7333/R13.1)
14.	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.		
		Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	Any DFAS office	Destroy/delete within 180 days after the recordkeeping copy has been produced. AUTH: (N1-507-97-1) (7333/R14)
14.01		Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		Destroy/delete when dissemination, revision, or updating is completed. AUTH: (N1-507-97-1) (7333/R14.01)

NOTES:

1. Workday equals one cycle.
2. The interface diskette used to update RITA tax table must be maintained for 1 year from date of upload.
3. The interface diskette used to update PDRMS is maintained until replaced.

**RECOMMENDATION TO THE ARCHIVIST ON
RECORDS DISPOSITION REQUEST**

Job No. N1-507-06-2

Item Count: 1

SUMMARY

The Defense Finance and Accounting Service (DFAS) submits Job No. N1-507-06-2 to request disposition authority for one item (1 temporary item) relating to the individual travel charge card records.

The item proposed as temporary is the hard copy individual cardholder file and includes but is not limited to application, training certificate, Statement of Understanding, and any correspondence or other administrative communications. DFAS proposes a single retention for the cardholder files, proposing that the records be destroyed one year after the file is closed. I recommend approval of the one item

The records are administrative in nature and do not warrant archival retention. The retention period adequately documents the agency's accountability and protects the legal rights of the Government and the public. A Federal Register notice was published and no comments were received. I recommend approval of this schedule.

RECOMMENDATION

- 1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 **APPROVED FOR PERMANENT RETENTION**. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government The agency will transfer these records to the National Archives as specified **Items**
- 3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition
- 4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not required.

Required X Publication Date: May 5, 2006
Copies Requested 0
Comments Received 0

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal <i>2876</i>	Appraiser	<i>Julie R. Benewinkel</i>	6/26/06
	NWML	<i>Lawrence v. Zwerger</i>	6/28/2006
Concurrences	NWM	<i>Paul M. Wolf</i>	06.30.2006
	NR <i>EGF for GAP</i>	<i>Elizabeth J. ...</i>	6/20/06
	NW	<i>Michael J. King</i>	7-3-06
	N		



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : April 11, 2006

Reply to

Attn of : Jill D. Glenewinkel

Subject : Appraisal of records covered by Job No. N1-507-06-2

To : Director, NWML

The Defense Finance and Accounting Service (DFAS) submits Job No. N1-507-06-2 to request disposition authority for one temporary item relating to the individual travel charge card records of the Travelers Charge Card Program maintained by the Integrated Card Management Office. The proposed disposition is agency-wide. The schedule only applies to hard copy records.

DFAS is a Federal agency that provides finance and accounting services for the Department of Defense and its contractors. The records proposed for scheduling are the individual cardholder files for DFAS employees holding a travel charge card. Records are in hardcopy and include but are not limited to application, training certificate, Statement of Understanding, and any correspondence or other administrative communications. The individual cardholder files are maintained in an active file as long as the account is open and transferred to an inactive file when the account is suspended or closed, where they remain indefinitely to facilitate reopening the account. Upon retirement or separation of the employee, the files are placed in a closed file.

Item 1 of this schedule proposes a single retention for the individual cardholder files. It proposes that the records are temporary and that they be destroyed one year after the file is closed. The records are administrative records similar to those scheduled in the General Records Schedule (GRS). The proposed schedule defines the life cycle of the records from creation to separation of the employee to guarantee availability. The proposed retention of one year after the account is closed meets the business needs of the program and the legal requirements of the agency. The proposed retention period is sufficient and ensures availability of these records for legal and administrative purposes. I recommend approval of this item.

The proposed schedule is sufficient to meet DFAS legal needs and the rights of citizens. These records are facilitative and administrative in nature and do not contain information that would render them historically valuable. I recommend approval of this schedule.

A handwritten signature in black ink that reads "Jill D. Glenewinkel".

JILL D. GLENEWINKEL

Archivist

Life Cycle Management Division

072
4/24

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-507-06-2

Date sent: 4/5

Date received: _____

Return to sender by: 4/14

Route To:
1. Tim Nenninger, NWCT, A2, Room 2400
2. Judy Barnes, NWMW, WNRC, Rm 125
3. Jeanne Schauble, NWMD, A2, Room 2600
4. Jackie Fultz, NR, A2, Room 3600
Return to: Susan Elter, NWML, A2, Rm 2100

- A. This Job has also been sent to: NWCT, NWMW, NWMD, NR
- B. NWML general comments on this job: **Review rule13.1 only.**
- C. NWML wishes assistance in appraising these records:

For stakeholder use. Check all boxes that apply.

- 1. NR _____ waives informal review for these records
- 2. _____ wishes to participate directly in the appraisal for these items.

3. _____ wishes to comment on SF-115 immediately. Comments are attached

Please contact _____ Phone Number _____

4. _____ wishes to review the appraisal report.

5. Please complete: SHU does does not want a copy of completed job.

SHU comments: _____

Date Sent: April 13, 2006 SHU Signature Jackie Fultz

NWML Contact: Jill D. Glenewinkel	Room number: A2, 2100
	Phone No. 301-837-1754

RN 4/14/06

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-507-06-2

Date sent: 4/5

Date received: _____

Return to sender by: 4/12

Route To:
1. Tim Nenninger, NWCT, A2, Room 2400
2. Judy Barnes, NWMW, WNRC, Rm 125
3. Jeanne Schauble, NWMD, A2, Room 2600
4. Jackie Fultz, NR, A2, Room 3600
Return to: Susan Elter, NWML, A2, Rm 2100

- A. This Job has also been sent to: NWCT, NWMW, NWMD, NR
- B. NWML general comments on this job: **Review rule 13.1 only.**
- C. NWML wishes assistance in appraising these records:

For stakeholder use Check all boxes that apply.

- 1. NWMD waives informal review for these records.
- 2. _____ wishes to participate directly in the appraisal for these items.

3. _____ wishes to comment on SF-115 immediately Comments are attached

Please contact _____ Phone Number _____

4. _____ wishes to review the appraisal report.

5. Please complete: SHU does does not want a copy of completed job.

SHU comments: _____

Date Sent: 4/12/06

SHU Signature [Signature]

NWML Contact: Jill D. Glenewinkel	Room number: A2, 2100
	Phone No. 301-837-1754

892
4/10

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-507-06-2 Date sent: 4/5 Date received: _____

Return to sender by: 4/12

Route To:
1. Tim Nenninger, NWCT, A2, Room 2400
2. Judy Barnes, NWMW, WNRC, Rm 125
3. Jeanne Schauble, NWMD, A2, Room 2600
4. Jackie Fultz, NR, A2, Room 3600
Return to: Susan Elter, NWML, A2, Rm 2100

- A. This Job has also been sent to: NWCT, NWMW, NWMD, NR
- B. NWML general comments on this job: **Review rule 13.1 only.**
- C. NWML wishes assistance in appraising these records:

For stakeholder use Check all boxes that apply

1. NWMWA waives informal review for these records.

2. _____ wishes to participate directly in the appraisal for these items.

3. _____ wishes to comment on SF-115 immediately. Comments are attached.

Please contact _____ Phone Number _____

4. _____ wishes to review the appraisal report.

5. Please complete: SHU does does not want a copy of completed job.

SHU comments. _____

Date Sent: 4/6/06 SHU Signature: Judy Barnes

NWML Contact: Jill D. Glenewinkel	Room number: A2, 2100
	Phone No. 301-837-1754

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4/10

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-507-06-2 Date sent: 4/5 Date received: _____

Return to sender by: 4/12

Route To:
1. Tim Nenninger, NWCT, A2, Room 2400
2. Judy Barnes, NWMW, WNRC, Rm 125
3. Jeanne Schauble, NWMD, A2, Room 2600
4. Jackie Fultz, NR, A2, Room 3600
Return to: Susan Elter, NWML, A2, Rm 2100

- A. This Job has also been sent to: NWCT, NWMW, NWMD, NR
- B. NWML general comments on this job: **Review rule13.1 only.**
- C. NWML wishes assistance in appraising these records:

For stakeholder use. Check all boxes that apply.

- 1. NWCTM waives informal review for these records.
- 2. _____ wishes to participate directly in the appraisal for these items.

3. _____ wishes to comment on SF-115 immediately Comments are attached.

Please contact _____ Phone Number _____

4. _____ wishes to review the appraisal report

5. Please complete. SHU does does not want a copy of completed job

SHU comments: _____

Date Sent: 4/6/06 SHU Signature: [Signature]

NWML Contact: Jill D. Glenewinkel	Room number: A2, 2100
	Phone No. 301-837-1754



DEFENSE FINANCE AND ACCOUNTING SERVICE
8899 EAST 56TH STREET
INDIANAPOLIS, INDIANA 46249

March 14, 2006

National Archives at College Park
Life Cycle Management Division
ATTN: Jill Glenewinkel
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Ms. Glenewinkel:

Enclosed is a SF 115 to revise Schedule 7333 of DFAS 5015.2-M, Records Disposition Schedules. The change is to add Rule 13.1, individual cardholder accounts files for the Traveler Charge Card Program.

Also enclosed is a copy of Schedule 7333 showing the proposed change. If you have any questions or need further information, please contact me at 317-510-5041.

Thank you.

Sincerely,

Leona Jacob
Records Program Manager

Enclosures:
As stated