

Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number

N1-507-11-0

1 From (Agency or establishment)

Department of Defense

Date Received

December 23, 2010

2 Major Subdivision

Defense Finance and Accounting Service (DFAS)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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, DFAS Records Manager

5 Telephone (include area code)

317-212-5041

Date

31 Jan 11 [Signature]

Archivist of the United States

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 _____ 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

DFAS Records Program Manager

12/09/2010

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

Multiple DFAS Records Retention Schedule items (attached) This request is for NARA recognition as media-neutral specific NARA authorized temporary retentions for DFAS-specific items
Note that the ~~temporary~~ items included in this request are only those not lined through in the attached listing The other schedule items are provided for context purposes only and have been lined through for clarification
The content and functions of the records covered by these schedules have not significantly changed DFAS still has requirements for these retentions which are the appropriate length of time, but our agency now maintains many of these records in digital media

The word "temporary" removed twice above per Leona Jacob email dated January 25, 2011.

**SCHEDULE 1025
TECHNICAL TRAINING**

This schedule governs disposition of records pertaining to specialized training, such as professional education obtained from various schools and vendors, training for operation of technical equipment, formal training programs, and similar types of training

SCHEDULE 1025		TECHNICAL TRAINING		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	TRAINING RECORDS	Specialized training records to include records relating to availability of training and employee participation	Personnel/ Training Offices	Cut off at end of calendar or fiscal year (as appropriate) Destroy 5 years after cutoff AUTH (GRS 1, Item 29b) (1025/R1)
1	TRAINING PLANNING RECORDS	Records used to plan a course of instruction including training standards, training plans and course syllabi	Any office responsible for conducting training	Cut off and destroy on revision, obsolescence, or discontinuance of related course AUTH (N1-507-93-2, Item 1) (1025/R2)
2	INSTRUCTIONAL MATERIALS	Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material		Cut off and destroy on revision, obsolescence, or discontinuance of related course AUTH (N1-507-93-2, Item 2) (1025/R3)
4	COURSE ESTABLISHMENT RECORDS	General correspondence, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of agency-sponsored training courses and conferences	Site Training Offices	Cut off at end of calendar or fiscal year (as appropriate) Destroy 5 years after cutoff AUTH (GRS 1, Item 29a(1)) (1025/R4)

SCHEDULE 1100
MANPOWER AND ORGANIZATION

This schedule governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records.

SCHEDULE 1100				
MANPOWER AND ORGANIZATION				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAIN IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	MANPOWER AUTHORIZATION FILE	Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	DFAS Arlington (Agency-wide responsibility)	Cut off at end of each calendar quarter Destroy 5 years after close of the quarter AUTH (N1-507-00-1) (1100/R1)
101			DFAS Sites	Cut off at end of each calendar quarter Destroy 2 years after close of the quarter AUTH (N1-507-97-1) (1100/R1 01)
2	APPROVED MANPOWER CHANGE REQUESTS	Correspondence, forms, or machine listings that identify the changes requested and contain justification, coordination, and approval statements	Manpower Office	Cut off at end of calendar year in which change was implemented Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 4) (1100/R2)
201		DISAPPROVED MANPOWER CHANGE REQUESTS		Cut off at end of calendar year in which disapproved Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 5) (1100/R2 01)
3	REPORTS	Reports documenting all aspects of the management engineering program		Cut off at end of calendar year Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 6) (1100/R3)
		MANAGEMENT ENGINEERING REPORTS		
4	PRODUCTIVITY MEASUREMENT AND EVALUATION	Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity		Cut off at end of calendar year in which superseded Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (1100/R4)
5	INDIVIDUAL REQUESTS	Summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity		

SCHEDULE 1100

MANPOWER AND ORGANIZATION

	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAIN IN	CUTOFF/ DISPOSITION/ AUTHORITY	
8		CAPITAL INVESTMENTS - APPROVED	Comptroller functional area	Cut off at end of fiscal year in which approved project was amortized Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 8) (1100/R5)	
9	5 01	CAPITAL INVESTMENTS - DISAPPROVED		Cut off at end of fiscal year in which request was disapproved Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 9) (1100/R5 01)	
10	6	COMMERCIAL ACTIVITY PROGRAM RECORDS	Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in- house or by contract Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting functions	DFAS Headquarters (Agency-wide A-76 responsibility)	Cut off at the end of the fiscal year Destroy 6 years after cutoff AUTH (N1-507-00-1) (1100/R6)
11	6 01	Annual CA Inventory	DFAS Site offices	Cut off at the end of the fiscal year Destroy 5 years after cutoff AUTH (N1-507-00-1) (1100/R6 01)	
12	6 02	Remaining information	Manpower Office	Cut off upon completion of review Destroy upon completion of next 5-year review AUTH (N1-507-00-1) (1100/R6 02)	
13	7	COMMERCIAL ACTIVITIES COST RECORDS	Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	Comptroller functional area	Cut off when study is completed Destroy 5 years after cutoff or upon completion of next study AUTH (N1-507-93-2, Item 10) (1100/R7)

SCHEDULE 1300
MILITARY PERSONNEL RECORDS

This schedule pertains to records accumulated at the Site-level office charged with administering military personnel assigned to that DFAS Site. The records are administrative or informative in nature. The record copy is controlled by the member's branch of military service.

SCHEDULE 1300				
MILITARY PERSONNEL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
14	ADMINISTRATION OF MILITARY PERSONNEL	Various reports, listings, registers, and other records received from the military services that contain information necessary to manage military personnel at the local level	DFAS orderly rooms/Personnel Offices	Cut off and destroy on supersession or obsolescence AUTH (N1-507-93-2, Item 11) (1300/R1)

NOTE Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, Rule 4, Administration of Office Personnel (GRS 23, Item 1)

SCHEDULE 1400
CIVILIAN PERSONNEL FILES

This schedule governs disposition of records maintained by the servicing personnel office while managing and administering the civilian personnel program (unless otherwise indicated)

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	CIVILIAN PERSONNEL PROGRAM RECORDS	Records created during the development of personnel programs that pertain to the establishment, implementation, and administration of DFAS-wide programs	Servicing Personnel Office	Cut off when design of program is complete Destroy 10 years after cutoff AUTH (N1-507-93-2, Item 12) (1400/R1)
2	OFFICIAL PERSONNEL FOLDERS (OPFs)	Records filed on the right side of the OPF containing information on civil service employment which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determinations, and similar information		
		Transferred employees		SEE CHAPTER 7 of <u>The Guide To Personnel Recordkeeping</u> for instructions relating to folders of employees transferred to another agency AUTH (GRS 1, Item 1a) (1400/R2)
2 01		Separated employees		Cut off upon separation of employee Transfer OPF to National Personnel Records Center (NPRC), St. Louis, MO. 30 days after latest separation NPRC will destroy 65 years after separation from federal service AUTH (GRS 1, Item 1a) (1400/R2 01)
2 02		Temporary Records filed on the left side of the OPF	Servicing Personnel Office	
		All copies of correspondence maintained in accordance with Chapter 3 of <u>The Guide to Personnel Recordkeeping</u> , EXCLUDING the Immigration and Naturalization Service (INS) Form I-9		Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be transferred with the OPF AUTH (GRS 1, Item 10a) (1400/R2 02)
2 03		INS Form I-9, Immigration and Naturalization Service		Destroy 3 years after employee separates from service or transfers to another agency AUTH (GRS 1, Item 10b) (1400/R2 03)

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SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
3	SUPERVISOR'S EMPLOYEE RECORD	Records maintained by employee's supervisor for informational and managerial purposes	Any DFAS office	Cut off on separation or transfer of employee Destroy within 1 year after separation or transfer of employee (See NOTE 1) AUTH (GRS 1, Item 18a) (1400/R3)
4	PERSONNEL CORRESPONDENCE FILES	Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels	Servicing Personnel Offices	Cut off at end of calendar year Destroy 3 years after cutoff AUTH (GRS 1, Item 3) (1400/R4)
5	STAFFING CORRESPONDENCE - ACCEPTED OFFERS	Correspondence offering appointment to potential employees, applicant acceptance		Cut off when action is complete Destroy when appointment is effective AUTH (GRS 1, Item 4a) (1400/R5)
6	DECLINED OFFERS - OPM ELIGIBLES	Correspondence offering appointments to persons on the OPM certificate of eligibles and the offer is declined		Cut off when action is complete Return to OPM with reply and application AUTH (GRS 1, Item 4b(1)) (1400/R6)
7	DECLINED OFFERS - TEMPORARY OR EXCEPTED APPOINTMENT	Correspondence offering appointments to temporary or excepted positions and the offer is declined	Servicing Personnel Office	Cut off when action is complete Destroy upon receipt of OPM inspection report or 2 years after cutoff, whichever is earlier AUTH (GRS 1, Item 4b(2) and GRS 1, Item 15) (1400/R7)
8	DECLINED OFFERS - OTHERS	Correspondence pertaining to any declined offer not listed in preceding Rules 6 and 7		Cut off and destroy immediately when action is complete AUTH (GRS 1, Item 4b(3)) (1400/R8)
9	STAFFING PLAN FILES	Civilian personnel status and improvement plans		Cut off at end of calendar year Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 14) (1400/R9)

SCHEDULE 1400		CIVILIAN PERSONNEL FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
10	EMPLOYMENT APPLICATIONS	Applications, including Optional Form (OF) 612, resumes, and any other application that an Agency may develop for unique jobs with specialized requirements, and related records EXCLUDING records related to appointments requiring Senatorial confirmation and applications resulting in appointments which are filed in the OPF		Cut off when action is complete Destroy upon receipt of OPM inspection report or 2 years after cutoff, whichever is earlier AUTH (GRS 1, Item 15) (1400/R10)
11	VETERANS PREFERENCE RECORDS	Records pertaining to entitlement, administration of preference and preference preserved, lost, or changed		Cut off when action is complete File on right side of OPF AUTH (GRS 1, Item 1) (1400/R11)
12	EXCEPTED SERVICE FILES	Files relating to employment programs and functions of excepted positions		Cut off at end of calendar year Destroy 3 years after cutoff AUTH (GRS 1, Item 3) (1400/R12)
13	CERTIFICATE OF ELIGIBLES	OPM certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible	Servicing Personnel Office	Cut off at end of calendar year Destroy 2 years after cutoff (See NOTE 2) AUTH (GRS 1, Item 5) (1400/R13)
14	APPLICATION OF CLASSIFICATION STANDARDS	Correspondence and other records relating to application of standards for classification of positions		Cut off when position is abolished or superseded Destroy 5 years after cutoff AUTH (GRS 1, Item 7a(2)(a)) (1400/R14)
15	POSITION DESCRIPTIONS	Record copy of official position descriptions which include information on title, series, grade, duties and responsibilities, and related documents	Servicing personnel office	Cut off when position is abolished or superseded Destroy 2 years after cutoff AUTH (GRS 1, Item 7b) (1400/R15)
16	CLASSIFICATION SURVEY REPORTS	Reports on various positions prepared by classification specialists, including periodic reports		Cut off at end of calendar year Destroy 3 years after cutoff AUTH (GRS 1, Item 7c(1)) (1400/R16)
17	PROGRAM EVALUATIONS	Correspondence relating to program evaluations and inspections performed by review teams		Cut off when position is abolished or superseded Destroy at cutoff AUTH (GRS 1, Item 7d(2)) (1400/R17)

SCHEDULE 1400		CIVILIAN PERSONNEL FILES			
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
18	CLASSIFICATION APPEALS	Case files of classification appeals		Cut off when case is closed Destroy 3 years after cutoff AUTH (GRS 1, Item 7d(1)) (1400/R18)	
19	OPM CERTIFICATES OF CLASSIFICATION	Certificates of classification issued by OPM		Cut off and destroy when position is abolished or superseded AUTH (GRS 1, Item 7d(2)) (1400/R19)	
20	PERFORMANCE RATING BOARD FILES	Copies of case files forwarded to OPM relating to performance rating board reviews		Cut off when case is closed Destroy 1 year after cutoff AUTH (GRS 1, Item 9) (1400/R20)	
21	RESERVED				
22	POSITION IDENTIFICATION RECORDS	Records used to provide summary data on each position		Cut off upon approval or disapproval Destroy 1 year after cutoff AUTH (GRS 1, Item 12b) (1400/R22)	
23	EMPLOYEE PERFORMANCE AWARD CASE FILES	Case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to incentive awards, within-grade merit increases, suggestions, and outstanding performance		Servicing Personnel Office	Cut off upon approval or disapproval Destroy 2 years after cutoff AUTH (GRS 1, Item 12a(1)) (1400/R23)
24	LENGTH OF SERVICE AWARDS	Records including correspondence, reports, computations of service, and list of awardees		Cut off upon approval or disapproval Destroy 1 year after cutoff AUTH (GRS 1, Item 12b) (1400/R24)	
25	SICK LEAVE AWARDS	Records including correspondence, reports, computations of sick leave, and list of awardees		Sick leave awards Cut off upon approval or disapproval Destroy 1 year after cutoff AUTH (GRS 1, Item 12b) (1400/R25)	
26	AWARD LISTS OR INDEXES	Lists of nominees and winners and indexes of nominations	Cut off and destroy when superseded or obsolete AUTH (GRS 1, Item 12d) (1400/R26)		
27	NOTIFICATION OF PERSONNEL ACTIONS	Chronological file of Standard Form 50, including fact sheets, documenting all individual personnel actions, such as employment, promotion, transfer, separation, etc	Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (GRS 1, Item 14a) (1400/R27)		

SCHEDULE 1400

CIVILIAN PERSONNEL FILES

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
28	PERSONNEL OPERATIONS STATISTICAL REPORTS	Statistical reports relating to personnel		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 1, Item 16) (1400/R28)
29	RETENTION REGISTERS - RIF	Registers and related records used to effect reduction-in-force actions		Cut off when all RIF actions are complete Destroy 2 years after cutoff AUTH (GRS 1, Item 17b(1)) (1400/R29)
30	RETENTION REGISTERS - NON-RIF	Registers from which no reduction-in-force actions have been taken, and related records	Servicing Personnel Office	Cut off and destroy when superseded or obsolete AUTH (GRS 1, Item 17b(2)) (1400/R30)
31	PERFORMANCE APPRAISALS - ACCEPTABLE	Forms and related records documenting performance which is acceptable or above		Cut off at end of calendar year Destroy 4 years after cutoff AUTH (GRS 1, Item 23a(4)) (1400/R31)
32	PERFORMANCE APPRAISALS - UNACCEPTABLE	Forms and related records documenting performance which is unacceptable but which is not accompanied by demotion or removal action		Cut off at end of calendar year Destroy 1 year after cutoff AUTH (GRS 1, Item 23a(1)) (1400/R32)
33	PERFORMANCE APPRAISALS - PROPOSED ADVERSE ACTION	Forms and related records documenting a rating of unacceptable where demotion or removal is proposed but not effected		Cut off on completion of written notice of proposed action Destroy when employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade AUTH (GRS 1, Item 23a(1)) (1400/R33)
34	PERFORMANCE APPRAISALS - REMOVAL	Forms and related records documenting a rating of unacceptable performance where removal is effected		Cut off when removal action is complete Place records on left side of OPF and send to NPRC AUTH (GRS 1, Item 23a(3)(a)) (1400/R34)
35	PERFORMANCE APPRAISALS - DEMOTION	Forms and related records documenting a rating of unacceptable where demotion is effected		Cut off when demotion action is complete Destroy 4 years after appraisal AUTH (GRS 1, Item 23a(4)) (1400/R35)
36	PERFORMANCE APPRAISALS - SES	Forms documenting ratings of members of the Senior Executive Service		Cut off at end of calendar year Destroy 5 years after cutoff AUTH (GRS 1, Item 23b(3)) (1400/R36)

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
37	LABOR/ MANAGEMENT NEGOTIATIONS	Records documenting negotiations including correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions	Servicing Personnel Office	Cut off on expiration of agreement Destroy 5 years after cutoff AUTH (GRS 1, Item 28a(1)) (1400/R37)
38	ARBITRATION CASE FILES	Correspondence, forms, and background papers relating to labor arbitration cases		Cut off on resolution of case Destroy 5 years after cutoff AUTH (GRS 1, Item 28b) (1400/R38)
39	GRIEVANCE CASE FILES	Records pertaining to grievances (EXCLUDING EEO complaints) including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request		Cut off when case is closed Destroy 4 years after cutoff AUTH (GRS 1, Item 30a) (1400/R39)
40	ADVERSE ACTION CASE FILES	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees The file includes a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply, hearing notices, reports and decisions, reversal of action and appeal records EXCLUDING letters of reprimand which are filed in the OPF		Cut off when case is closed Destroy 4 years after cutoff AUTH (GRS 1, Item 30b) (1400/R40)
41	PROMOTIONS	Records of individual promotion actions including work records, job analysis, qualification standards, evaluation methods, selection procedures, evaluation of candidates, and similar records		Servicing Personnel Office

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SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
42	EEO CASE FILES	Official discrimination case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and similar records		Cut off upon resolution of case Destroy 4 years after cutoff AUTH (GRS 1, Item 25a) (1400/R42)
43	EEO BACKGROUND FILES	Files containing background records not related to the official discrimination complaint case files		Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (GRS 1, Item 25c(1)) (1400/R43)
44	WAGE ADMINISTRATION	Wage schedules and other pay adjustment authorization resulting from legislation or other across-the-board administrative action which constitute the basis for personnel actions which may require reconstruction at a later date		Purge file annually of individual documents no longer needed AUTH (N1-507-93-2, Item 24) (1400/R44)
45	APPLICANT SUPPLY FILE	Employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications, and related data		Dispose of according to the federal personnel manual and other OPM guidance AUTH (N1-507-93-2, Item 25) (1400/R45)
46	AFFIRMATIVE EMPLOYMENT	Committee minutes, program activities, records of community contacts, reports, and supporting papers regarding status of employment	DFAS EEO offices and/or EEO complaint management offices	Cut off at end of fiscal year in which superseded or obsolete Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 26) (1400/R46)
47	PRIORITY PLACEMENT ACTION FILES	"Stopper lists" received and records of any position in the pay category series and grades on the "stopper list" during the time lists are in force, case files of employees affected by priority placement action	Servicing Personnel Office	Cut off when registrant is removed from the program Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 27) (1400/R47)
48	LEAVE SHARING RECORDS	Information submitted or resulting from a request or contribution of leave		Cut off at end of year in which leave transfer effort is completed or terminated Destroy 1 year after cutoff AUTH (GRS 1, Item 37) (1400/R48)

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
49	DISCRIMINATION COMPLAINT CASE FILES	Originating Agency file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 C F R Part 1614 Cases resolved within the agency, by EEOC, or by a US Court	DFAS EEO offices and/or EEO complaint management offices	Cut off at end of year of case resolution Destroy 4 years after cutoff AUTH (GRS 1, Item 25a) (1400/R49)
50	PRELIMINARY FILES	Records documenting complaints that do not develop into Official Discrimination Complaint Cases		Cut off at end of year Destroy 2 years after cutoff AUTH (GRS 1, Item 25c(2)) (1400/R50)
51	COMPLIANCE REVIEW RECORDS	Reviews, background documents, and correspondence relating to contractor employment practices		Cut off at end of year Destroy 7 years after cutoff AUTH (GRS 1, Item 25d(1)) (1400/R51)
52	EMPLOYMENT STATISTICS FILES	Employment statistics relating to race and sex		Cut off at end of year Destroy 5 years after cutoff AUTH (GRS 1, Item 25f) (1400/R52)
53	FEDERAL DRUG-FREE WORKPLACE PROGRAM FILES	Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub L 100-71, 503 (f)	Human Resources Office	
53 01		Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions		Destroy when 3 years old or when superseded or obsolete (See Notes 3 and 4) AUTH (GRS 1, Item 36a) (1400/R53 01)

SCHEDULE 1400		CIVILIAN PERSONNEL FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
53 02		Employee acknowledgment of notice forms Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested		Destroy when employee separates from testing-designated position (See Notes 3 and 4) AUTH (GRS 1, Item 36b) (1400/R53 02)
53 03		Selection/scheduling records Records relating to the selection of specific employees/applicants for testing and the scheduling of tests Included are lists of selectees, notification letters, and testing schedules		Destroy when 3 years old (See Notes 3 and 4) AUTH (GRS 1, Item 36c) (1400/R53 03)
53 04		Test results Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing		Positive Results Destroy when employee leaves the agency or when 3 years old, whichever is later Negative Results Destroy after 3 years (See Notes 3 and 4) AUTH (GRS 1, Item 36e) (1400/R53 04)

NOTES

- 1 If the transfer of the employee is internal, follow local procedures for transfer or destruction of the record
- 2 Original is returned to OPM
- 3 Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered under Schedule 1400, Rule 40, which authorizes destruction of records 4 years after the case is closed
- 4 Any records covered by rule 53 01 – 53 04 that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s)

SCHEDULE 3000
PLANNING

This schedule governs disposition of records accumulated in connection with planning DFAS actions. It includes records accumulated in planning the development and execution of programs for the performance of the DFAS missions. It also includes records pertaining to planning for the wartime role of DFAS as well as records pertaining to planning for unusual situations such as natural disasters.

SCHEDULE 3000				
PLANNING				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
22	1	PROGRAMMING	Documents relating to program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents	DFAS Arlington Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 29) (3000/R1)
23	1 01		DFAS Site offices	Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 30) (3000/R1 01)
24	2	PROGRAM REVIEW	Documents created during review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishment, deficiencies, and problems in relation to program goals	Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 33) (3000/R2)
25	2 01		DFAS Site offices	Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 32) (3000/R2 01)

SCHEDULE 3000					
PLANNING					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
26	3	DFAS COUNCIL ACTIONS	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	DFAS Arlington	Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 33) (3000/R3)
27	3 01			DFAS Site offices	Permanent Cut off at end of calendar year Transfer to the National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 34) (3000/R3 01)
28	4	HQ WAR AND MOBILIZATION PLANS	Master set of DFAS war and mobilization plan, planning concepts, continuity of operations plan, survival, recovery and reconstitution plans, augmentation plans, and other related plans, essential source material, annexes, appendices, tabs, and all changes	DFAS planning or program management offices, as indicated	Permanent Cut off when superseded or obsolete Transfer to National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 35) (3000/R4)
29	5	SITE WAR AND MOBILIZATION PLANS	Basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material		Permanent Cut off when superseded or obsolete Transfer to National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 36) (3000/R5)
30	6	CONTINGENCY PLANS	Contingency master plans, operational plans and orders, augmentation plans, and similar media which provide essential guidance and requirements for continuity of operations in the event of destruction or major damage to a DFAS component	DFAS planning offices	Permanent Cut off when superseded or obsolete Transfer to National Archives in 5-year blocks when latest record in block is 20 years old AUTH (N1-507-93-2, Item 37) (3000/R6)
	7	CONTINGENCY TRAINING FILES	Records pertaining to planning and conducting training to ensure the successful execution of a contingency, includes individual training documents		Cut off when superseded or obsolete Destroy 5 years after cutoff AUTH (GRS 1, Item 29a(1)) (3000/R7)

SCHEDULE 3000		PLANNING		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
8	NATURAL DISASTERS	Reports, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data	DFAS office providing assistance	Cut off when all action regarding the disaster has been completed Destroy 2 years after cutoff (See NOTE) AUTH (N1-507-93-2, Item 39) (3000/R8)

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NOTE If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in Rule 1 or 1 01

SCHEDULE 3001
COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS

This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS Arlington or DFAS Sites to study a problem, situation, or opportunity with at least Agency or Site-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups.

SCHEDULE 3001				
COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
32	1 COMMITTEE RECORDS	Recorders' records which consist of case files of each approved committees, including (but not limited to) directive or executive approval establishing the committee, charter, listing of members and all changes, resume of major points of interest concerning committee hearings and its general operations, waivers in committee rules, studies, analyses, final committee report and findings, terminating directive and similar papers relating to the establishment, accomplishments, or termination of formal committees	DFAS Site offices	Permanent Cut off upon termination of the committee Transfer to the National Archives in 5-year blocks when latest document is 20 years old AUTH (N1-507-93-2, Item 40) (3001/R1)
33	2 ADMINISTRATIVE SUPPORT RECORDS	Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives for or to boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations		Cut off upon termination of the committee Destroy no later than 2 years after cutoff AUTH (N1-507-93-2, Item 41) (3001/R2)
34	3 REPORTS OF EXISTING COMMITTEES - DFAS Arlington	Annual reports of DFAS committees in existence accumulated at DFAS Arlington	DFAS Arlington	Permanent Cut off at end of calendar year to which report pertains Transfer to the National Archives in 5-year blocks when latest document is 20 years old AUTH (N1-507-93-2, Item 42) (3001/R3)

SCHEDULE 3001

COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
4	REPORTS OF EXISTING COMMITTEES - SITE LEVEL	Annual reports of existing DFAS committees accumulated at DFAS Site which may be feeder reports to DFAS Arlington	DFAS Site offices	Cut off at end of calendar year to which report pertains Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 43) (3001/R4)
5	FUND RAISING CAMPAIGNS	Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records		Cut off upon completion of the campaign Destroy 3 months after cutoff or upon completion of next equivalent campaign AUTH (GRS 23, Item 7c) (3001/R5)

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**SCHEDULE 4105
CONTRACTING RECORDS**

This schedule governs disposition of records pertaining to contracting matters.

SCHEDULE 4105				
CONTRACTING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	GENERAL PROCUREMENT FILES	Contracts, requisitions, purchase orders, lease and bond surety records, including correspondence and related papers pertaining to award administration, receipt, inspection and payment	Maintained in DFAS Contracting Offices	Cut off upon final payment Destroy 6 years, 3 months after cutoff. AUTH (GRS 3, Item 3a(1)(a)) (4105/R1)
		Procurement or purchase organization copy, and related papers (See NOTES 1 and 2).		
		Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") and that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000		
		Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold") and at or below the simplified acquisition threshold and all construction contracts at or below \$2,000		
1.01		Transactions dated earlier than July 3, 1995, and that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	DFAS Contracting Offices	Cut off upon final payment. Destroy 3 years after cutoff AUTH (GRS 3, Item 3a(1)(b)) (4105/R1 01)
1.02		Transactions dated earlier than July 3, 1995, and that utilize small purchase procedures and all construction contracts under \$2,000.	DFAS Contracting Offices	Cut off upon final payment. Destroy 6 years, 3 months after cutoff. AUTH (GRS 3, Item 3a(2)(a)) (4105/R1 02)
1.03		Transactions dated earlier than July 3, 1995 and that utilize small purchase procedures and all construction contracts under \$2,000.	DFAS Contracting Offices	Cut off upon final payment Destroy 3 years after cutoff. AUTH (GRS 3, Item 3a(2)(b)) (4105/R1 03)

SCHEDULE 4105		CONTRACTING RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1 04		Federal Procurement Data System (FPDS) Files Data submitted to the Federal Procurement Data System (FPDS) Electronic file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases and consisting of information required under 48 CFR 4.601 for transfer to FPDS		Cut off at end of fiscal year. Destroy 5 years after cutoff AUTH (GRS 3, Item 3d) (4105/R1 04)
1 05		Transactions documenting use of the government-wide commercial purchase card	Any DFAS office	Cut off upon final payment Destroy 6 years, 3 months after cutoff AUTH (N1-507-02-1, Item 11) (4150/R1 05)
2	SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES	Bid or proposal and supporting documents for contracts and transactions	DFAS Contracting Offices	Cut off when final payment is made Destroy with related contract case file (see Item 1 above) AUTH (GRS 3, Item 5a) (4105/R2)
		Unsuccessful Bids and Proposals Solicited and unsolicited bids and proposals which are unsuccessful and which are defined in the Federal Acquisition Regulation, 48 CFR, Part 13		
2 01		Small Purchases		Cut off when contract is awarded. Destroy 1 year after date of award or final payment, whichever is later AUTH (GRS 3, Item 5b(1)) (4105/R2 01))
2.02		Large Purchases		Cut off when final payment is made Destroy with related contract or case file AUTH (GRS 3, Item 5b(2)(b)) (4105/R2 02)

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SCHEDULE 4105				
CONTRACTING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
3.	CANCELLED SOLICITATION FILES	Formal solicitations of offers to provide products or services, such as Invitations for Bids, Requests for Proposals, or Requests for Quotations, which were cancelled prior to award of a contract. Files include presolicitation documentation on the requirement, any offers that are opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	DFAS Contracting Offices	Cut off when cancellation is complete. Destroy 5 years after cutoff. AUTH (GRS 3, Item 5c(1)) (4105/R3)
		Unopened bids. Bids received after a solicitation of offer is cancelled and the bid is unopened.		Return to bidder. AUTH (GRS 3, Item 5c(2)) (4105/R3 01)
3.01				
4.	ACCEPTABLE BIDDER LISTS	Lists or card files of acceptable bidders.		Cut off and destroy when superseded or obsolete AUTH (GRS 3, Item 5d) (4105/R4)
5	CONTRACT APPEALS CASE FILES	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof, correspondence between parties, copies of contracts, plans, specifications, exhibits, change orders, amendments, transcripts of hearings, documents received from parties concerned, final decisions, and all other related papers.	DFAS Contracting Offices	
		Records created after September 30, 1979		Cut off on final action on decision. Destroy 1 year after cutoff. AUTH (GRS 3, Item 15b) (4105/R5)
5 01		Records created before September 30, 1979, relating to contracts involved in appeals handled by the Board of Contract Appeals.	DFAS Contracting Offices	Cut off on final board decision. Destroy 6 years 3 months after cutoff AUTH (GRS 3, Item 15a) (4105/R5 01)
6.	CONTRACTOR'S STATEMENT OF CONTINGENT OR OTHER FEES	Contractor's Statement of Contingent or other fees or statement in lieu of the forms, filed separately from the contract case file and maintained for enforcement or report purposes.		Cut off and destroy when superseded or obsolete AUTH (GRS 3, Item 16) (4105/R6)

SCHEDULE 4105				
CONTRACTING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
	7 SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH (GRS 3, Item 17) (4105/R7)
	8 CONTRACT NUMBERING ASSIGNMENT FILES	Logs, lists, and similar means of controlling contract numbering, change notifications, master serial number register, and similar forms or records		Cut off on completion of all contracts listed. Destroy 6 years, 3 months after cutoff. AUTH (GRS 3, Item 3a(1)) (4105/R8)
37	9 CONTRACTOR PERFORMANCE FILES	Historical records of contractor performance data prepared by contract officer on completed or terminated contracts which are defined above in 4105/R1 and R1 02		Cut off on termination of contract Destroy NLT 1 year after cutoff AUTH (N1-507-93-2, Item 49) (4105/R9)
38	10. PROCUREMENT FRAUD CASE FILES	Reports of irregularities in procurement prepared by FBI or OSI, including correspondence and related records.		Cut off when case is closed Destroy 5 years after cutoff. AUTH (N1-507-93-2, Item 50) (4105/R10)
39	11 DESIGNATION AND TERMINATION OF CONTRACTING OFFICERS AND REPRESENTATIVES	Request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof		Cut off on termination of appointment Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 51) (4105/R11)
40	12 CONTRACTORS INSURANCE PROGRAM FILES	Insurance policy and/or plans and amendments to, including correspondence and related documents		DFAS Contracting Offices
41	13. OUTSTANDING INSURANCE CLAIMS	Contractors insurance program records related to outstanding exceptions, unsettled claims by or against the Government, incomplete investigations, litigations, or requests made by the US Comptroller General	Cut off on settlement of claim. Destroy when clearances are obtained. AUTH (N1-507-93-2, Item 53) (4105/R13)	
42	14 RETIREE AFFIDAVITS FILES	Affidavits and related records filed by persons seeking to do business with the Government within 3 years after separation or retirement	Cut off upon final action or decision Destroy 6 years after cutoff AUTH (N1-507-93-2, Item 54) (4105/R14)	

SCHEDULE 4105		CONTRACTING RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
43	15. CONTRACT TERMINATION AND SETTLEMENT FILES	All records accumulated during termination and settlement phase of a contract		Cut off when all termination settlement activities are complete. Destroy 6 years after cutoff. AUTH (N1-507-93-2, Item 55) (4105/R15)
44	16. ACQUISITION QUALITY ASSURANCE FILES	Copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting and recording the results of product inspection, auditing of quality assurance systems and procedures, and effecting clearances of deficiencies		Cut off upon completion of contract Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 56) (4105/R16)
45	17. CONTRACTOR FINANCIAL DATA CASE FILES	Records reflecting current financial capabilities of present and potential contractors such as credit records, cash flow sheets, backlog reports, requests for financial clearance with supporting attached information; commercial credit agency reports credit letters from financial institutions, manufacturers and other commercial agencies, financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc , from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports and related papers and correspondence	DFAS Contracting Offices	Cut off upon completion of contract. Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 57) (4105/R17)
46	18. CONTRACT PROGRESS	Contract status, expediting and production surveillance records		Cut off upon final payment. Destroy 6 months after cutoff AUTH (N1-507-93-2, Item 58) (4105/R18)
47	19. ENGINEERING CHANGES	Rejected engineering change proposals		Cut off upon final payment Destroy 6 months after cutoff. AUTH (N1-507-93-2, Item 59) (4105/R19)
48	20. LABOR RECORDS	Labor compliance records including Equal Employment Opportunity records		Cut off upon final payment Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 60) (4105/R20)

SCHEDULE 4105				
CONTRACTING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
21	GENERAL CONTRACTOR INFORMATION	A general contractor file containing documents relating to no specific contract, more than one contract, or the contractor in a general way		Cut off and destroy when superseded or obsolete. AUTH (N1-507-93-2, Item 61) (4105/R21)

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NOTES

- 1 For contracting records pertaining to Foreign Military Sales (FMS) transactions, segregate these records at the time of filing. Hold until further notice from the Site Records Manager. Based on claims brought against the United States at The Hague, Netherlands, the National Archives and Records Administration (NARA) approved the postponement of destruction for FMS records. These records may be required to defend the Government in litigation.
2. Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.

SCHEDULE 4110
SUPPLY RECORDS

This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding.

SCHEDULE 4110		SUPPLY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	CONTROL FILES	Complete inventory lists of all supply items	DFAS Supply Offices	Cut off when superseded or obsolete Destroy 2 years after cutoff AUTH (GRS 3, Item 9a) (4110/R1)
2	SUPPLY REQUISITIONS	Requisitions submitted for ordering supplies and supporting records such as shipping orders, purchase requests, shipping records, status records, and similar documents		Cut off at end of fiscal year in which requisition is completed or cancelled Destroy 2 years after cutoff AUTH (GRS 3, Item 8a) (4110/R2)
3	SUPPLY CATALOG	Complete catalog of supplies including identification and coding of items		Cut off and destroy when superseded or obsolete (Nonrecord)
4.	SUPPLY STATUS RECORDS	Cards, listings, change notices, reports on supply levels or critically short items, and related data used for reference or planning purposes in controlling supply levels		Cut off when superseded or obsolete Destroy 2 years after cutoff AUTH (GRS 3, Item 9b) (4110/R4)
5	SUPPLY MANAGEMENT FILES	Files containing information on supply requirements and procurement matters used for supply management purposes		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 3, Item 4a) (4110/R5)

SCHEDULE 4140
EQUIPMENT MANAGEMENT AND MAINTENANCE FILES

This schedule governs disposition of records pertaining to the management of equipment.

SCHEDULE 4140		EQUIPMENT MANAGEMENT AND MAINTENANCE FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
50	1 EQUIPMENT CONTROL FILES	Complete inventory of all equipment items to include supporting records	DFAS Equipment Management Offices	Cut off and destroy when superseded or obsolete AUTH (N1-507-93-2, Item 65) (4140/R1)
	2 VEHICLE FILES	Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle		Cut off when vehicle is disposed of. Destroy 1 year after cutoff. AUTH (GRS 10, Item 2b) (4140/R2)
51	3 EQUIPMENT CUSTODIAN FILE	Daily transaction register; custodian request log; weapons serial number listing, information file on office machines, temporary issue receipts, requests for purchase; warranty, guarantee records, adjustment records, records pertaining to inventory actions such as government property lost or damaged or reports of survey, issue/turn-in slips and related correspondence; approved copies of requests for office furniture which require Director level approval		Cut off and destroy individual documents within the file when outstanding actions are complete. AUTH (N1-507-93-2, Item 67) (4140/R3)
52	4 UNIT PROPERTY RECORDS	Registers and files, component records, requisitions, custody receipt, requests for issue or turn-in and related records, shipping and receiving documents, reports of survey, statements of charges, schedule of collections, and similar records accumulated in managing the unit's equipment needs.	Any DFAS office	Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 68) (4140/R4)
	5 INVENTORY REQUISITION FILES	Requisitions for equipment items for current inventory	DFAS Equipment Management Offices	Cut off upon completion or cancellation of requisition Destroy 2 years after cutoff AUTH (GRS 3, Item 8a) (4140/R5)

SCHEDULE 4140

EQUIPMENT MANAGEMENT AND MAINTENANCE FILES

	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
53	6	EQUIPMENT DEFICIENCY RECORDS	Notices of unsatisfactory conditions experienced, including those instances in which the equipment does not fully or effectively serve the purpose intended, instances where the equipment or a part or accessory cannot be properly maintained or operated, or similar records, also includes records of actions taken to remedy deficiencies and any required reports	Any DFAS Office	Cut off when corrective action is complete. Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 69) (4140/R6)
54	7	EQUIPMENT MOVEMENT FILES	Files pertaining to actions involving internal movement of equipment	DFAS Equipment Management Offices	Cut off when move is complete. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 70) (4140/R7)
55	8.	REPROGRAPHICS EQUIPMENT	Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal)	DFAS Reprographics Equipment Management Offices	Cut off at end of fiscal year in which equipment is disposed of Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 71) (4140/R8)
56	9	COPIER OPERATING NOTICES	Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information		Cut off and destroy when superseded or obsolete AUTH (N1-507-93-2, Item 72) (4140/R9)

SCHEDULE 4160
PROPERTY DISPOSAL

This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property.

SCHEDULE 4160		PROPERTY DISPOSAL		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	TURN-IN OF EXCESS PROPERTY	Correspondence files pertaining to disposal of surplus property through Government redistribution channels, includes various forms used for turn-in or acceptance purposes	DFAS Property Management Offices	Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 4, Item 1) (4160/R1)
2	SALE OF SURPLUS PROPERTY	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence Property valued over \$25,000.		Cut off at end of fiscal year in which final payment is received Destroy 6 years after cutoff AUTH (GRS 4, Item 3a) (4160/R2)
2 01		Property valued under \$25,000		Cut off at end of fiscal year in which final payment is received Destroy 3 years after cutoff AUTH (GRS 4, Item 3b) (4160/R2 01)
3	EXCESS PERSONAL PROPERTY REPORTS	Reports initiated or received showing progress on property utilization and disposal programs		Cut off at end of calendar year. Destroy 3 years after cutoff AUTH (GRS 4, Item 2) (4160/R3)
4	DONATION AGREEMENTS	Formal donation agreements with Service Educational activities and organization eligible for donations pursuant to 10 U S C 2572, and documents relating to each agreement		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 73) (4160/R4)
57				
58	5. PRECIOUS METALS RECOVERY	Forms, reports, logs, accountability records, and correspondence pertaining to reclamation and use of precious metals	DFAS offices involved in recovery programs	Cut off at end of calendar year Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 74) (4160/R5)

SCHEDULE 4160

PROPERTY DISPOSAL

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
6	RECYCLABLE MATERIALS PROGRAM	Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery	DFAS Recycling Offices	Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 75) (4160/R6)

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SCHEDULE 4165
REAL PROPERTY OPERATIONS AND MAINTENANCE

This schedule governs disposition of records pertaining to the acquisition, operation, maintenance and repair, utilization, management, and disposal of real property or interests therein. Included are records on design and construction of real property, installation and maintenance, operation of utility plants, performance of services in connection with real property, and accounting for real estate and property.

SCHEDULE 4165				
REAL PROPERTY OPERATIONS AND MAINTENANCE				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSTION/ AUTHORITY
1	REAL PROPERTY CASE FILES	Correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports and related data, records pertaining to annual summaries of real property transactions.	DFAS Property Management Offices	Cut off on inactivation of the installation Destroy 10 years after cutoff AUTH (N1-507-93-2, Item 76) (4165/R1)
2.	FACILITIES PLANNING	Documents reflecting current and future facilities planning, including plans for expansion, changes in use, renovation, and similar overall planning matters accumulated in the preparation, development, review, approval, and revision of master plans.		Cut off on termination of assignment, or when lease is cancelled, or when plans have been superseded or become obsolete Destroy 2 years after cutoff AUTH (GRS 11, Item 2a) (4165/R2)
3	FACILITIES OPERATIONS	Documents relating to facilities operations activities of a routine nature (i e , routine maintenance and similar activities)		Cut off on termination of assignment, or when lease is cancelled, or when plans have been superseded or become obsolete Destroy 2 years after cutoff. AUTH (GRS 11, Item 2a) (4165/R3)
4.	MAINTENANCE REQUESTS	Requests for building and equipment maintenance services		Cut off upon completion or cancellation of request Destroy 90 days after cutoff AUTH (GRS 11, Item 5) (4165/R4)
5.	FACILITIES MAINTENANCE – MAJOR PROJECTS	Documents relating to major repair or replacement projects to buildings and structures, grounds, fences, roads, hard surfaced areas, and similar types of facilities	DFAS Property Management Offices	Cut off on inactivation of the installation Destroy 10 years after cutoff. AUTH (N1-507-93-2, Item 77) (4165/R5)

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SCHEDULE 4165		REAL PROPERTY OPERATIONS AND MAINTENANCE		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSTION/ AUTHORITY
6.	FACILITIES SERVICES	Documents relating to rodent and insect control programs, janitorial and refuse collection services, and operations of internal repair and utilities shops.		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 11, Item 1) (4165/R6)
62	PROPOSED ACQUISITIONS	Documents relating to the proposed acquiring of real property of DFAS use; consideration of possible sites, and related proposals, EXCLUDES documents directly incident to an acquisition of real property		Cut off at end of calendar year. Destroy 6 years after cutoff AUTH (N1-507-93-2, Item 78) (4165/R7)
63	8 LEASING OF REAL PROPERTY	Documents relating to acquisitions of real property by lease, lease terminations, and related documents such as lease agreements, notices of renewal releases, supplemental agreements, notices of cancellation, appraisals, and related documents		Cut off on termination of lease Destroy 2 years after cutoff (See NOTE 1) AUTH (N1-507-93-2, Item 79) (4165/R8)
	9. DAMAGE ASSESSMENT	Documents relating to determination of the degree of damage to facilities under any of various causes		Cut off when assessment is complete. Destroy 2 years after cutoff AUTH (GRS 18, Item 11) (4165/R9)
	10. REAL PROPERTY UTILIZATION REPORTS	Reports and other documents relating to the effective or noneffective utilization of real property, and proposals as to possible or recommended uses.		Cut off at end of calendar year Destroy 2 years after cutoff. AUTH (GRS 11, Item 2a) (4165/R10)
	11. REAL PROPERTY OUTGRANTS	Documents relating to the temporary use of DFAS-controlled real property for outgrant by permit, lease, license, easement, and similar documentation		Cut off upon termination of outgrant Destroy 2 years after cutoff. AUTH (GRS 11, Item 2a) (4165/R11)
	12. SPACE ASSIGNMENTS	Documents relating to requirements for, assignment, and utilization of real property space, including requests to GSA for the assignment of general-purpose space		Cut off upon termination of outgrant Destroy 2 years after cutoff AUTH (GRS 11, Item 2a) (4165/R12)

SCHEDULE 4165**REAL PROPERTY OPERATIONS AND MAINTENANCE**

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSTION/ AUTHORITY
64	13. REAL PROPERTY INVENTORIES	Documents relating to the inventory of real property, including reports, ledgers, correspondence, machine listings, and similar records		Cut off at end of calendar year in which documents are superseded or become obsolete. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 80) (4165/R13)
65	14. REAL PROPERTY RECORD CARDS	Individual record cards and supporting documents maintained for each item or category of real property to provide a continuing record of the real property; i e, land and interests therein, leaseholds, buildings and improvements or appurtenances, copies of transfers of new construction forms, completion reports, and similar records		Cut off on consummation of the real property disposal action Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 81) (4165/R14)
66	15. REAL PROPERTY DRAWINGS	Drawings related to the design and construction of a project such as maps and layouts, architectural, mechanical and structural building plans; water distribution system, gasoline storage and fuel systems, roads, aprons and parking areas; storm drainage systems, and similar records		Cut off on consummation of the real property disposal action Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 82) (4165/R15)
67	16. CONSTRUCTION PROGRAMMING	Program documents relating to planned construction projects and their priorities, including programs on which actions have been taken, proposed programs, and executed programs	DFAS Property Management Offices	Cut off at end of fiscal year in which program is completed or cancelled Destroy 6 years after cutoff AUTH (N1-507-93-2, Item 83) (4165/R16)

SCHEDULE 4165				
REAL PROPERTY OPERATIONS AND MAINTENANCE				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSTION/ AUTHORITY
68	17. CONSTRUCTION PROJECTS	Documents accumulated in connection with the planning and construction of specific projects such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as is" drawings. Progress photographs, inspections and completion reports, and related documents for the design and construction of facilities; completion of repairs, maintenance and modifications; and installation, repair or operation of utilities systems and equipment		Cut off upon completion of project Destroy 6 years after cutoff AUTH (N1-507-93-2, Item 84) (4165/R17)
69	18 CONSTRUCTION PROGRESS REPORTS	Reports and related documents pertaining to progress of design and construction projects		Cut off at end of fiscal year Destroy 1 year after cutoff. (See NOTE 2) AUTH (N1-507-93-2, Item 85) (4165/R18)
70	19 UTILITIES OPERATIONS	Documents relating to the operation of utility systems such as water, sewer, gas, electric, heating, boiler, etc , to include service economy reports, reports of fuel consumption, and laboratory test reports		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 86) (4165/R19)
71	20 UTILITIES OPERATING LOGS	Records maintained to provide a continuing record of utilities systems and equipment operations	DFAS Property Management Offices	Cut off at end of life of the system to which the records pertain. Destroy at cutoff AUTH (N1-507-93-2, Item 87) (4165/R20)
72	21 UTILITIES CONSERVATION	Correspondence, reports, surveys, poster designs, informational media, and related data		Cut off when superseded or obsolete. Destroy on cutoff. AUTH (N1-507-93-2, Item 88) (4165/R21)
73	22 PARKING RECORDS	Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc	Any DFAS office	Destroy individual documents within the file when superseded or obsolete AUTH (N1-507-93-2, Item 89) (4165/R22)
74	23. VEHICLE REGISTRATION	Vehicle decal and supporting records used to register employees' vehicles for entrance to the installation	DFAS Site designated office	Destroy individual documents within the file when superseded or obsolete AUTH (N1-507-93-2, Item 90) (4165/R23)

SCHEDULE 4165**REAL PROPERTY OPERATIONS AND MAINTENANCE**

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSTION/ AUTHORITY
75	24 PARKING TICKETS	Record copy of a citation issued to the owner of an illegally parked vehicle		Cut off at end of calendar year in which citation issued Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 91) (4165/R24)
76	25 DRIVING/ CARPOOL SUSPENSIONS	Records pertaining to suspension of installation driving privileges or revocation of assigned carpool parking space due to violation of motor vehicle laws or carpool policy		Cut off at end of calendar year in which suspension is terminated. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 92) (4165/R25)

NOTES

- 1 Do not destroy files which relate to an unsettled claim, incomplete investigation, or pending litigation until settlement of the claim, or completion of the claim or investigation
- 2 September and final reports will not be destroyed until 6 years after cutoff

SCHEDULE 4500
TRAVEL AND TRANSPORTATION RECORDS

This schedule governs disposition of records pertaining to transportation planning, programming and staff supervision of transportation components, movement of passengers, cargo, mail, household goods, privately owned vehicles, and personal baggage via various modes of transportation, customs service clearance, travel of personnel and dependents, and traffic management.

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SCHEDULE 4500				
TRAVEL AND TRANSPORTATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	FREIGHT ACCOUNTS	Documents relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages, investigations, recommended settlements, and related information	DFAS Transportation Offices	Cut off at end of fiscal year in which claim or investigation is settled Destroy 3 years after cutoff (See NOTE) AUTH (N1-507-93-2, Item 93) (4500/R1)
2.	INTERNATIONAL HOUSEHOLD SHIPMENT BILLS OF LADING	Documents relating to the receipt, packing, crating, shipping and storing of international household goods and effects Included are bills of lading, travel orders, requests for shipment inventories, service orders, delivery orders, receipts and related documents.		Cut off at end of fiscal year in which account is closed. Destroy 6 years after cutoff. AUTH (GRS 9, Item 1c) (4500/R2)
3	PAYMENT DOCUMENTS LESS THAN \$100	Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation requests is less than \$100, EXCLUDING those covered in Rule 7 below.		Cut off at end of fiscal year in which account is closed Destroy 6 years after cutoff AUTH (GRS 9, Item 1a) (4500/R3)

SCHEDULE 4500

TRAVEL AND TRANSPORTATION RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
4	INTERSTATE AND INTERNATIONAL FREIGHT TRANSPORTATION FILES	Records governing payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods, the charges for which are published in tariffs lawfully on file with the Surface Transportation Board (STB) or based on tenders or quotations, pursuant to the ICC Termination Act of 1995, PL 104-88 (49 U S C 701-725) offering a reduction from the published STB tariffs, EXCLUDING those covered by Rule 7 below	DFAS Transportation Offices	Cut off at end of fiscal year in which account is closed Destroy 6 years after cutoff. AUTH (GRS 9, Item 1a) (4500/R4)
5	FREIGHT AND PASSENGER TRANSPORTATION PAYMENT FILES	Records covering payment for all other freight and passenger transportation charges not covered by Rules 3 and 4 above		Cut off at end of fiscal year in which account is closed Destroy 6 years after cutoff AUTH (GRS 9, Item 1a) (4500/R5)

SCHEDULE 4500		TRAVEL AND TRANSPORTATION RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
6	TRANSPORTATION OVERCHARGE/ OVERPAYMENT FILES	Records covering payment for freight and passenger transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, deduction or collection action has been taken. voucher contains inbound transit shipment(s), parent voucher has print of paid supplemental bill associated; voucher has become involved in litigation, or any other condition that requires the voucher to be retained beyond the 3 or 6 year disposal period, such as detection of an undercharge.		Cut off at end of fiscal year in which account is closed Destroy 10 years after cutoff. AUTH (GRS 9, Item 1b) (4500/R6)
7.	BILLS OF LADING	Issuing office copies of Government bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents	DFAS Transportation Offices	Cut off at end of fiscal year in which account is closed Destroy 6 years after cutoff AUTH (GRS 9, Item 1c) (4500/R7)
8.	UNUSED TICKET REDEMPTION FORMS	Forms used to redeem unused tickets		Cut off when travel has been cancelled or travel date has passed. Destroy 3 years after cutoff AUTH (GRS 9, Item 1e) (4500/R8)
9	LOSS AND DAMAGE SHIPMENT FILES	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act		Cut off at end of fiscal year in which account is closed Destroy 6 years after cutoff AUTH (GRS 9, Item 2) (4500/R9)
10	GENERAL TRAVEL AND TRANSPORTATION FILES	Correspondence, forms, and related records pertaining to agency travel and transportation functions not covered elsewhere in this schedule		Cut off at end of calendar year Destroy 2 years after cutoff. AUTH (GRS 9, Item 4a) (4500/R10)

SCHEDULE 4500		TRAVEL AND TRANSPORTATION RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
11	TRANSPORTATION INCENTIVE PROGRAM (TIP) RECORDS	Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies	TIP Program Management Office or TIP Site POC as appropriate	Cut off at the end of the fiscal year. Destroy 3 years after cutoff AUTH (GRS 9, Item 7) (4500/R11)

NOTE Unsettled claims or investigation files will not be destroyed

SCHEDULE 5000
LIBRARY RECORDS

This schedule governs disposition of records pertaining to management of DFAS libraries.

SCHEDULE 5000		LIBRARY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
78	1 LIBRARY ACQUISITIONS	Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control	DFAS Site Libraries	Cut off at end of calendar year Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 94) (5000/R1)
79	2 LIBRARY DISPOSITION FILES	Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings		Cut off at end of calendar year Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 95) (5000/R2)
	3. LIBRARY SHELF LISTS	Manual or automated listing of material in the permanent collection of DFAS libraries set up per rules of professional librarianship.		Cut off on dissolution of library Destroy 1 year after cutoff (See NOTE) AUTH (N1-507-93-2, Item 96) (5000/R3)
	4 CARD CATALOG	Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship		Cut off on dissolution of library. Destroy 1 year after cutoff. (See NOTE) AUTH (N1-507-93-2, Item 97) (5000/R4)
	5. LIBRARY LOANS	Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system		Cut off when individual items within the file are obsolete Destroy on cutoff. AUTH (N1-507-93-2, Item 98) (5000/R5)
80	6 LIBRARY BALANCE ON HAND	Records containing total number of items in permanent library collections to include records of all additions and withdrawals		Cut off on transfer of the complete collection or dissolution of the library Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 99) (5000/R6)
81	7 LIBRARY REPORTS OF AUDIT	Reports of library control records		Cut off at end of calendar year in which all corrective action is complete Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 100) (5000/R7)

NOTE: If collection is transferred, transfer with collection

SCHEDULE 5001
CENTRAL FILES

This schedule governs disposition of the Central File copy of records which have DFAS-wide impact. Correspondence, policies, procedures, and other related documents signed at Site or higher level, or documents containing information worthy of Site or higher level attention, are included. Documents in Central File are additional copies; the record or coordination copy is filed under the appropriate Rule found elsewhere in this publication.

SCHEDULE 5001				
CENTRAL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
82	1 ROUTINE NONPOLICY CORRESPONDENCE	Documents pertaining to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. These include routine approval actions, local office operations, equipment or system request and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences, and similar information.	DFAS Site designated offices	Cut off at end of fiscal year Destroy 10 years after cutoff AUTH (N1-507-93-2, Item 139) (5001/R1)
83	2 MISSION POLICIES AND PROCEDURES FILES	Documents pertaining to policy matters and to actions documenting the primary mission of the organization.		PERMANENT Cut off at end of fiscal year. Transfer to National Archives in 5-year blocks when latest record in block is 20 years old. AUTH (N1-507-93-2, Item 140) (5001/R2)
84	3 INDEX FILES	Index of central files		PERMANENT Cut off at end of calendar year. Transfer to National Archives along with the records to which they pertain. AUTH (N1-507-93-2, Item 141) (5001/R3)

SCHEDULE 5005
ADMINISTRATIVE ORDERS

This schedule governs disposition of permanent and temporary orders.

SCHEDULE 5005				
ADMINISTRATIVE ORDERS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
85	1 PERMANENT ORDERS	Orders pertaining to appointment of directors, assumption of command, awards and decorations, memorialization program and dedication ceremonies and organizational and installation actions such as activation, redesignation, inactivation, and similar actions.	Any DFAS office	PERMANENT Cut off at end of calendar year Transfer to National Archives in 5-year blocks when latest records in block are 20 years old. AUTH (N1-507-93-2, Item 101) (5005/R1)
86	2 TEMPORARY ORDERS —LONG TERM	Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees.		Cut off at end of calendar year. Destroy 56 years after cutoff AUTH (N1-507-93-2, Item 102) (5005/R2)
87	3 TEMPORARY ORDERS -SHORT TERM	Orders pertaining to all types of temporary duty (TDY) travel, appointment of investigating officers and boards, appointment of attendants and escorts, orders pertaining to emergency or special leave, and miscellaneous actions not covered elsewhere		Cut off at end of calendar year. Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 103) (5005/R3)

SCHEDULE 5010
OFFICE ADMINISTRATIVE FILES

This schedule governs disposition of records accumulated by individual offices while carrying out the internal administration or "housekeeping" activities of the office. The records listed in this schedule are common to most DFAS offices.

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	STAFFING RECORDS	Records used to fill vacancies such as requests for personnel action, interview questions, notification letters, etc	Any DFAS office	Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R1)
2.	COMMUNICATIONS (READ FILES)	Extra copies of messages sent or received, or other type of written correspondence which are filed by date released or sent, organization sent to or received from, or some other similar filing feature and used for quick-reference or cross-reference purposes		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R2)
3	EXPENDITURE OF FUNDS	Records used to develop and control the office budget such as the call for estimates, budget reports, worksheets, accountability ledger, and similar documents.		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R3)
4	ADMINISTRATION OF OFFICE PERSONNEL	Records used in the day-to-day management of office personnel to include training, travel, letters of appreciation, nominations for special recognition, such as Civilian of the Year or Soldier of the Quarter, and similar records		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R4)
5	OFFICE SUPPLIES AND EQUIPMENT	Records used to acquire, monitor, and dispose of supplies and equipment such as the office equipment custodian file, requisitions, purchase requests, shipping records, requests for issue or turn-in of equipment, and similar records		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R5)

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
6	OFFICE SERVICES, SPACE AND UTILITIES	Records used to request, monitor, suspend, or manage office services, space, and utilities such as requests for telephone service or repair, requests for rearrangement of systems furniture, long distance phone logs, changes to space requirements, and similar records	Any DFAS office	Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R6)
7	WORKLOAD REPORTS	Includes individual production reports, work in progress reports, activity reports, etc		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R7)
8	SAFETY RECORDS	Records relating to the safety program within the office, such as safety visit or accident reports		Cut off at end of calendar year. Destroy 2 years after cutoff AUTH (GRS 18, Item 11) (5010/R8)
9	TRANSITORY MATERIAL	Records that have no enduring value but may be needed for reference purposes for a short time Examples are retirement announcements, advertisements for training sessions, and other items of a similar nature		Cut off at end of month Destroy 90 days after cutoff. AUTH (GRS 23, Item 7) (5010/R9)
10.	STAFF MEETINGS AND CONFERENCES	Minutes of staff meetings		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (GRS 23, Item 1) (5010/R10)
11	RECURRING OFFICIAL VISITS	Requests for permission to visit and reports of visits including findings, recommendations and follow-up that are part of a formal recurring visit schedule.		Cut off when superseded by next visit. Destroy upon cutoff AUTH (GRS 23, Item 5b) (5010/R11)
12.	ONE-TIME OFFICIAL VISITS	Requests for permission to visit and reports of visits including findings, recommendations, and follow-up, which are not part of a formal recurring visit, schedule		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 23, Item 1) (5010/R12)

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
13.	DELEGATIONS OF AUTHORITY/ ADDITIONAL DUTY ASSIGNMENTS	Records such as forms, correspondence, etc , which task office personnel with a specific assignment beyond the scope of their normal work.		Destroy individual documents within the file when superseded or obsolete AUTH (GRS 23, Item 5b) (5010/R13)
14	OFFICE ORGANIZATION RECORDS	Office copy of manpower standards, manpower guides, unit manning documents, organizational chart, personnel charts and similar records which document the organization of the office	Any DFAS Office	Destroy individual documents within the file when superseded or obsolete. AUTH (GRS 23, Item 5b) (5010/R14)
15	POLICY/PRECEDENT/ PROCEDURES	Records used to document internal policies, precedents or procedures such as operating instructions, checklists, worksheets, correspondence, typical cases, etc		Destroy individual documents within the file when superseded or obsolete AUTH (GRS 23, Item 5b) (5010/R15)
16.	INSPECTIONS	Records such as inspection reports at inspected activities and self-inspection checklists		Destroy individual documents within the file when superseded or obsolete AUTH (GRS 23, Item 5b) (5010/R16)
17	SUPPORT AGREEMENTS	Agreements made between two offices, organizations, agencies, etc , for support or cooperation, may also be called host-tenant support agreements, service level agreements, or other similar names.	Office of Primary Responsibility (OPR)	
17-01		Reimbursable Interservice Support Agreements and Intragovernmental Support Agreements formally documenting arrangements for supplying and/or receiving goods or services Also includes Memorandums of Agreement (MOA) involving transfer of personnel spaces and training		Cut Off when superseded or cancelled Destroy 6 years and 3 months after cutoff AUTH (GRS 6, Item 1a) (5010/R17 01)

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
88	17.02	Non-reimbursable Memorandum of Understanding (MOU)/ Memorandum of agreement (MOA) for recurring interservice and intragovernmental support and cooperation where no funds are involved.		Destroy individual agreements within the file when superseded or obsolete. (See NOTE) AUTH (N1-507-93-2, Item 104) (5010/R17 02)
	18	PUBLICATIONS/ FORMS REQUIREMENTS	Any DFAS Office	Destroy individual documents within the file when superseded or obsolete. AUTH (GRS 23, Item 5b) (5010 R18)
	19.	SUSPENSE CONTROL RECORDS		Destroy individual documents within the file when suspense is complete AUTH (GRS 23, Item 6b) (5010/R19)
89	20	WORK SCHEDULING AND PLANNING RECORDS	Any DFAS office	Destroy individual documents within the file when superseded or obsolete. AUTH (N1-507-93-2, Item 105) (5010/R20)
	21.	OFFICE INFORMATION SECURITY ADMINISTRATION		Destroy individual documents within the file when superseded or obsolete AUTH (GRS 23, Item 5b) (5010/R21)
	22.	MAIL CONTROL RECORDS		Cut off at end of calendar year Destroy 1 year after cutoff. AUTH (GRS 12; Item 6a) (5010/R22)
90	23	REFERENCE FILES		
		FACILITATE the performance of the office mission as distinguished from those official records necessary to DOCUMENT performance of the mission.		

SCHEDULE 5010		OFFICE ADMINISTRATIVE FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
		Cards, listings, indices, and similar documents used to facilitate or control work		Destroy when superseded, obsolete, or determined to be of no further value, whichever is sooner. AUTH (N1-507-02-1, Item 30) (5010/R23)
91	23 01	Copies of mission-related and similar reproduced materials that do not fall within the description for reference publications		Destroy when superseded, obsolete, or not longer needed for reference AUTH (N1-507-02-1, Item 31) (5010/R23 01)
	24.	WORD PROCESSING/ SPREADSHEET WORKING FILES	Spreadsheets recorded on electronic media used to produce or update a hard copy maintained in the office file	Cut off when purpose has been served. Delete when no longer needed to produce or update a hard copy AUTH (GRS 20, item 15a)
	25.	WORD PROCESSING/ SPREADSHEET RECORD COPIES	Records produced by word processing or spreadsheet application software which are maintained only in electronic form and take the place of hard copy records	Cut off records as prescribed for hard copy records they replace Delete records after expiration of the retention period for the hard copy records they replace AUTH (N1-507-02-1, Item 32) (5010/R25)
	26	ADMINISTRATIVE DATABASES - WORKING FILES	Databases that support administrative or housekeeping functions that are maintained for convenience only and contain information duplicated in hard copy files	Cut off and destroy when superseded AUTH (N1-507-02-1, Item 33) (5010/R26)
	27.	ADMINISTRATIVE DATABASES - RECORD COPIES	Databases that support administrative or housekeeping functions that are maintained only in electronic form and take the place of hard copy records	Cut off records as prescribed for hard copy records they replace Delete records after expiration of the retention period for the hard copy records they replace AUTH (GRS 20, item 3b(2))

NOTE. The supervisor may determine that all versions of the MOU are needed as history of the cooperation and agreements made. This is permissible, but previous MOUs should be physically separated from the current MOU

SCHEDULE 5011
STUDIES

This schedule governs disposition of records created in connection with studies. Generally, the studies are done to analyze, measure, or improve methods, procedures, management practices, or organization.

SCHEDULE 5011				
STUDIES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
92	1 MANAGEMENT ANALYSES, STUDIES, AND SUMMARIES	Final written report and related documentation of a major, formal study. The final recommendation will have agency-wide impact or great historical significance. Studies done to design an entire new pay system or to restructure the entire organization are examples of this type of study. Include the proposal and approval for the study, coordination, and similar records which have bearing on the implementation of the program or system.	DFAS Arlington, DFAS Sites at Site director level	PERMANENT. Cut off when study is complete. Transfer to National Archives in 5-year blocks when the latest record in the block is 20 years old. AUTH (N1-507-93-2, Item 107) (5011/R1)
93	2 OFFICE PROJECTS AND STUDIES	Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which <u>may or may not</u> result in the issuance of a publication.		
		Publication	Any DFAS office	Cut off when study is complete. Include the final report and pertinent records with the record set of the publication and dispose of per schedule 5025. AUTH (N1-507-93-2, Item 108) (5011/R2)
		No Publication		Cut off when study is complete. Destroy 5 years after cutoff. AUTH (GRS 16, Item 9) (5011/R2 01)
	3 ADMINISTRATIVE SYSTEMS STUDIES	Final written report and related records of studies done to assess the need for and recommend administrative system improvements.	Administrative functional area at DFAS Sites	Cut off when study is complete. Destroy 5 years after cutoff. AUTH (GRS 16, Item 9) (5011/R3)

SCHEDULE 5011				
STUDIES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
94	4. SOURCE DATA FOR STUDIES	Working papers, notes, feeder reports, results of research and similar background or source data gathered and analyzed during conduct of study	Any DFAS office	Cut off when study is complete. Destroy when information contained has either been incorporated into the final report or discarded as not pertinent to the study AUTH (N1-507-93-2, Item 109) (5011/R4)
	5 SAFETY STUDIES	Individual studies which identify weaknesses with accident potential caused by human factors, design, training, operations, maintenance of equipment, etc. Includes supporting records and plans for improvement	Safety functional area at DFAS Sites	Cut off when potential weakness is eliminated Destroy 3 years after cutoff (See NOTE 1) AUTH (GRS 18, Item 9) (5011/R5)
95	6 PRODUCTIVITY ENHANCEMENT STUDIES	Feasibility studies, study proposals, study plans, requests, and related records		
		Recommendation Approved	Any DFAS office	Cut off at end of calendar year in which implementation is complete Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 110) (5011/R6)
96	6 01	Recommendation Disapproved		Cut off when recommendation is disapproved Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 111) (5011/R6 01)
97	7 MANPOWER STANDARDS STUDIES	Studies, memoranda, measurement plans and reports, and other source data such as standard data input computation, measured man-hour records, workload factor records, work unit production records, concurrences and comments, final reports, and related records used to develop manpower standards	Manpower functional area at DFAS Sites	Cut off at end of calendar year in which a manpower standard is superseded or becomes obsolete. (See NOTE 2) Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 112) (5011/R7)
98	8 ORGANIZATIONAL STUDIES	Organizational charts and reorganization studies, graphic illustrations that provide a detailed description of the administrative structure of the agency to include final recommendations, proposals, and staff evaluations	Maintained at DFAS Arlington and manpower functional areas at DFAS Sites	Permanent Cut off at end of calendar year Transfer to National Archives in 5-year blocks when the latest record in the block is 20 years old AUTH (N1-507-93-2, Item 113) (5011/R8)

NOTES:

1. If an accident attributable to the identified weakness occurs during the 3-year retention period, the file will be reopened and cut off again when the weakness causing the accident is eliminated
- 2 The file should remain open as long as the standard remains in effect, regardless of when it was established

SCHEDULE 5015
RECORDS MANAGEMENT

The schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records.

SCHEDULE 5015				
RECORDS MANAGEMENT				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	RECORDS MANAGEMENT PLANNING	Records pertaining to the development and establishment of the records management program to include correspondence, reports, authorizations and other records that relate to the management of the agency's records not covered elsewhere in this schedule	DFAS Records Management Offices	Cut off at end of calendar year Destroy 6 years after cutoff. AUTH (GRS 16, Item 7) (5015/R1)
2.	STAFF ASSISTANCE VISITS	All records pertaining to staff assistance visits or records management surveys		Cut off upon completion of visit or survey Destroy when superseded AUTH (N1-507-93-2, Item 135) (5015/R2)
3	RECORDS DISPOSITION FILES	Records disposition schedules, descriptive inventories, disposal authorizations, and reports		
		Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority, SF 135, Records Transmittal and Receipt, SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation		
		SF 115s that have been approved by NARA	Agency Records Management Office	Cut off upon supersession Destroy 2 years after cutoff. AUTH (GRS 16, Item 2a(1)) (5015/R3)
3.01		SF 135s Forms and related correspondence used to transfer records	Any DFAS office	Cut off at the end of the year in which applicable records are destroyed Destroy 6 years after cutoff AUTH (GRS 16, Item 2a(2)) (5015/R3 01)
3.02		SF 258s covering agency records transferred to the National Archives	Maintain in agency Records Management Office after records have been transferred to the custody of the National Archives	Cut off after the related records have been transferred to the National Archives of the United States Destroy 6 years after cutoff AUTH (GRS 16, Item 2a(2)) (5015/3 02)

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SCHEDULE 5015		RECORDS MANAGEMENT		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
3-03		Routine communications	DFAS Records Management Offices	Cut off at the end of the year Destroy 2 years after cutoff AUTH (GRS 16, Item 2b) (5015/R3 03)
4	SYSTEM NOTICES	Reports, work papers, correspondence and forms used to document announcement of proposed records schedules and changes to existing ones, in the Federal Register.	DFAS Records Management Offices	Cut off at end of calendar year in which notice is published in the federal register Destroy 1 year after cutoff (See NOTE 1) AUTH (GRS 16, Item 13a) (5015/R4)
5	FILE PLANS	A document containing the identifying number, title or description, and disposition authority of files held in an office	Any DFAS office	Destroy when superseded or obsolete (See NOTE 2) AUTH (N1-507-93-2, Item 137) (5015/R5)
6	REPORTS CONTROL FILES	Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including, i e SF 83, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements	DFAS Reports Control Offices	Cut off when report is discontinued Destroy 2 years after cutoff AUTH (GRS 16, Item 6) (5015/R6)
7	INFORMATION COLLECTION BUDGET FILES	Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations		Cut off at end of fiscal year Destroy 7 years after cutoff (See NOTE 3) AUTH (GRS 16, Item 12) (5015/R7)
8	INFORMATION REQUESTS	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature	DFAS Records Management Offices	Cut off at the end of quarter; destroy 3 months after cutoff (AUTH GRS 14, Item 1) (5015/R8)

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NOTES:

1. For disposition on systems notices covering Privacy Act records, please see Schedule 5020
2. The file plan file folder should be the first one in the first drawer of the first cabinet (maintained in any DFAS office)
3. The DFAS RMO should maintain completed SF 258s as a permanent part of operating records held onsite. Attached to the SF 258 should be a copy of the governing SF 115 (or an extract thereof) and any SF 135s which originally transferred the records into NARA holdings. Such a collection will prove to be of invaluable assistance to researchers and provide legal protection to both DFAS and the National Archives.

SCHEDULE 5020
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS

This schedule governs disposition of records accumulated in support of the Privacy Act (PA) and Freedom of Information Act (FOIA) programs.

SCHEDULE 5020		PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	PRIVACY ACT GENREAL ADMINISTRATIVE FILES	Approved Privacy Act Systems Notices	DFAS PA or FOIA offices	Cut off when notice is discontinued. Destroy 2 years after the close of the CY in which notice is discontinued AUTH (GRS 14, Item 26) (5020/R1)
1 01		Records relating to general Agency implementation of the Privacy Act, including routine correspondence and related records.		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 14, Item 26) (5020/R1 01)
2	PRIVACY ACT REQUESTS FILES	Files crated in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S C 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include a <u>copy</u> of the records requested		
		Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein) Granting access to all the requested records		Cut off at end of CY in which request is granted Destroy 2 years after cutoff. AUTH (GRS 14, Item 21a(1)) (5020/R2)
2.01		Responding to requests for nonexistent records, to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees Requests not appealed		Cut off at end of CY in which response is made. Destroy 2 years after cutoff. AUTH (GRS 14, Item 21a(2) (a)) (5020/R2 01)
2.02		Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees. Request appealed.	DFAS PA or FOIA offices	Destroy as authorized under Item 3 02

SCHEDULE 5020				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
2 03		Denying access to all or part of the records requested. Requests not appealed		Cut off at end of CY in which request is denied. Destroy 5 years after cutoff AUTH (GRS 14, Item 21a(3)(a)) (5020/R2 03)
2 04		Denying access to all or part of the records requested Requests appealed.		Destroy as authorized under Item 3c AUTH (GRS 14, Item 21 a(3)(b)) (5020/R2 04)
2 05		Official file copy of requested records.		Dispose of in accordance with approved Agency disposition instructions for the related records AUTH (GRS 14, Item 21 b) (5020/R2 05)
3	PRIVACY ACT AMENDMENT CASE FILES	Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U S C 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 5 U S C 552s(d)(3); and to any civil action brought by the individuals against the refusing agency as provided under 4 U S C 552a(g)		
		Requests to amend agreed to by agency Includes individual's request to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.		Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later AUTH (GRS 14, Item 22a) (5020/R3)
3 01		Requests to amend refused by agency Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justifications for refusal to amend a record, and related materials	DFAS PA or FOIA offices	Dispose of in accordance with approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later. AUTH (GRS 14, Item 22b) (5020/R3 01)

SCHEDULE 5020				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
3 02		Appealed requests to amend Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.		Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later. AUTH (GRS 14, Item 22c) (5020/R3 02)
4	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable		Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later. AUTH (GRS 14, Item 23) (5020/R4)
5	PRIVACY ACT CONTROL FILES	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester Registers or listings.		Destroy 5 years after date of last entry. AUTH (GRS 14, Item 24a) (5020/R5)
5 01		Other files	DFAS PA or FOIA offices	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later AUTH (GRS 14 Item 24b) (5020/R5.01)
6.	PRIVACY ACT REPORTS FILES	(See NOTE) Recurring reports and one-time information requirements relating to agency implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels		Cut off at end of Calendar year. Destroy 2 years after cutoff AUTH (GRS 14, Item 25) (5020/R6)

SCHEDULE 5020				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
7	FOIA ADMINISTRATIVE FILES	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 14, Item 15) (5020/R7)
8.	FREEDOM OF INFORMATION ACT REQUEST	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include a copy of the requested record.		
		Correspondence and supporting documents (Excluding the official file copy of the records requested if filed herein)		
		Granting access to all the requested records		Cut off at end of calendar year in which response is made Destroy 2 years after cutoff AUTH (GRS 14 Item 11a(1) (5020/R8)
8.01		Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees	DFAS PA or FOIA offices	
		Requests not appealed		Cut off at end of calendar year in which response is made Destroy 2 years after cutoff AUTH (GRS 14, Item 11a(2)(a)) (5020/R8 01)
8.02		Request appealed		Destroy as authorized under item 9 AUTH (GRS 14, Item 12) (5020/R8 02)
9	FOIA APPEALS FILES	Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include a copy of records under appeal		

SCHEDULE 5020				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
		Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal).		Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts whichever is later. AUTH (GRS 14, Item 12a) (5020/R9)
9 01		Official file copy of records under appeal.		Dispose of in accordance with approved agency disposition instructions AUTH (GRS 14, Item 12b) (5020/R9 01)
10	FOIA CONTROL FILES	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester Registers or listing	DFAS PA or FOIA offices	Destroy 6 years after date of last entry. AUTH (GRS 14, Item 13 a)(5020/R10)
10.01		Other files		Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later AUTH (GRS 14, Item 13b) (5020/R10 01)
11.	FOIA REPORTS FILES	(See NOTE) Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (GRS 14, Item 14) (5020/R11)
12.	FOIA REPORT TO CONGRESS	Annual Report to Congress		Permanent. Cut off at end of calendar year Transfer to National Archives in 5-year blocks when most recent records are 20 years old AUTH (N1-507-93-2, Item 138) (5020/R12)

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NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the Nation Archives of the United States by submitting an SF 115 to NARA

SCHEDULE 5025
PUBLICATIONS AND FORMS

This schedule governs disposition of records pertaining to the creation, production, and distribution of forms and publications.

SCHEDULE 5025				
PUBLICATIONS AND FORMS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
102	1 RECORD SET – PUBLICATIONS	The record set of each publication, regulation, manual pamphlet, visual aid, etc , to include backup documenting the approval process, such as coordination, pertinent federal laws, studies, and similar records	DFAS Publication Management Office	
		DoD-Level (Mission-Related) Issuances for which DFAS is the POC		Permanent Cut off when publication is rescinded, superseded, or obsolete Place in an inactive file which is cut off annually on December 31 Transfer to National Archives in 5-year blocks when most recent records are 20 years old AUTH (N1-507-93-2, Item 144) (5025/R1)
103	101	DFAS Arlington/Agency-wide coverage (Mission Related)		Permanent. Cut off when publication is rescinded, superseded, or obsolete Place in an inactive file which is cut off annually on December 31. Transfer to National Archives in 5-year blocks when most recent records are 20 years old AUTH (N1-507-93-2, Item 144) (5025/R1 01)
104	1.02	Individual DFAS Site Coverage (Mission-Related)	DFAS Site offices	Permanent Cut off when publication is rescinded, superseded, or obsolete. Place in an inactive file which is cut off annually on December 31. Transfer to National Archives in 5-year blocks when most recent records are 20 years old. AUTH (N1-507-93-2, Item 144) (5025/R1 02)

SCHEDULE 5025				
PUBLICATIONS AND FORMS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
105	1 03	Case files related to 1 01. through 1.02 above		Cut off and transfer with the issuance to which the individual file pertains
106	1 04	Case files related to DFAS coordination on higher level non-mission-related issuances (i e DoD Directives, DoD Instructions, DoD Regulations and Manuals, OSD Administrative Instructions		Cut off at close of fiscal year in which applicable publication is published Destroy 4 years after cutoff. AUTH (N1-507-02-1, Item 42) (5025/R1 04)
	1.05	Administrative Issuances Notices and other types of issuances related to routine administrative functions.	Any DFAS office	Destroy when superseded or obsolete. AUTH (GRS 16, Item 1a) (5025/R1 05)
	2	RECORD SET – FORMS Record copy of each form to include request for a new or redesigned form, all justifications and approvals, all supporting documents and correspondence copies of old forms, when applicable, and drawings, sketches, or designs	Forms Management Offices	Cut off when form is discontinued, superseded, or cancelled. Destroy 5 years after cutoff. AUTH (GRS 16, Item 3a) (5025/R2)
107	3	FORMS MANAGEMENT REPORTS Documents relating to reports on progress in forms management, included are reports, work sheets, and correspondence directly related to the reports	DFAS Publication Management Office	Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH (N1-507-93-2, Item 146) (5025/R3)
108	3.01		Field Site office	Cut off at end of fiscal year. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 147) (5025/3 01)
	4	FORMS NUMBER REGISTERS Documents used to record and control the assignment of form numbers, consisting of an entry in the register	DFAS Publication Management Office	Cut off when all forms entered on the page are discontinued or obsolete Destroy upon cutoff AUTH (GRS 16, Item 3b) (5025/R4)
109	5	ACCOUNTABLE FORMS RECEIPTS AND ISSUES Documents reflecting the receipt or issue of accountable blank forms, included are receipt forms, listings, and registers		Cut off at end of calendar year Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 148) (5025/R5)
110	6	ACCOUNTABLE FORMS AUTHORIZATIONS Signature cards identifying individuals authorized to receive accountable forms		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 149) (5025/R6)

SCHEDULE 5025				
PUBLICATIONS AND FORMS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
7	GENERAL REFERENCE AND PUBLICATIONS	Any publication which is not the record copy and is maintained for reference purposes		Cut off when publication becomes superseded or obsolete Destroy upon cutoff AUTH (N1-507-93-2, Item 145) (5025/R7)
8	FORMS REQUESTS AND APPROVALS	Background material accumulated during design of form	Functional area responsible for the form	Cut off when related form is discontinued, superseded, or cancelled Destroy upon cutoff AUTH (GRS 16, Item 3b) (5025/R8)
9	FORMS AND PUBLICATIONS PRINTING FILES	Documents relating to printing of forms and publications to include requisition, invoice, specifications, and related papers	DFAS Publication Management Offices	Cut off at end of fiscal year in which requisition is filled or item is cancelled Destroy 3 years after cutoff. AUTH (GRS 3, Item 6a) (5025/R9)
10.	REQUISITION STOCKING, AND DISTRIBUTION FILES	Publications requirements and distribution	Publications Distribution Office (PDO)	Cut off at end of fiscal year in which request is filled. Destroy 1 year after cutoff AUTH (GRS 13, Item 3) (N1-507-93-2, Item 142) (5025/R10)
10 01		Forms requirements and distribution		Destroy when related form is discontinued, superseded, or cancelled AUTH (GRS 16, Item 3b) (N1-507-93-2, Item 143) (5025/R10 01)

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SCHEDULE 5040
AUDIOVISUAL INFORMATION AND GRAPHICS

This schedule governs disposition of all forms of records created by DFAS Audiovisual Information and Graphics programs to include exhibits, visual information productions, graphic presentations, photography, and similar records.

SCHEDULE 5040				
AUDIOVISUAL INFORMATION AND GRAPHICS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	PRODUCTION FILES	Project files that document origin, development, acquisition, use, and ownership of audiovisual production projects, includes scripts, cue sheets, production reports, production contracts, and similar records documenting production of a project	DFAS Audiovisual Information and Graphics Office	
		Non-mission		
1.01		Mission		Cut off on completion of the production. Dispose of according to the instructions covering the related AV records AUTH (GRS 21, Item 28) (5040/R1) (PENDING) Contact Records Manager.
2	FINDING AIDS	Aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of audiovisual information records		Cut off when superseded or obsolete. Destroy according to instructions covering the related records AUTH (GRS 21, Item 29) (5040/R2)
3.	REQUESTS FOR AUDIOVISUAL SERVICES	Requisitions or other requests for audiovisual products or service		Cut off at end of calendar year. Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 151) (5040/R3)
4	STILL PHOTOGRAPHY	Non-mission. Still photography that does not reflect the mission of DFAS, such as photographs of routine award ceremonies, social events, or similar activities	DFAS Audiovisual Information and Graphics Office	Cut off at end of calendar year. Destroy 1 year after cutoff. AUTH (GRS 21, Item 1) (5040/R4)

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SCHEDULE 5040				
AUDIOVISUAL INFORMATION AND GRAPHICS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
113	4.01	Mission Still photography that pertains to DFAS mission, includes official portraits of senior agency officials; agency publications, exhibitions, or other media productions, documentary photographs shot for fact-finding purposes, or slides that depict the mission of DFAS (See NOTE)		PERMANENT. Cut off at end of calendar year. Transfer to National Archives in 5-year blocks when newest record in block is 20 years old AUTH (N1-507-93-2, Item 152) (5040/R4 01) (See NOTE)
	5.	BRIEFING AIDS	DFAS Audiovisual Information and Graphics Office	Cut off at end of calendar year Destroy 1 year after cutoff AUTH (GRS 21, Item 5) (5040/R5)
	6.	ARTWORK		Cut off upon final publication of product. Destroy 1 year after cutoff AUTH (GRS 21, Item 6) (5040/R6)
	7.	PHOTO-MECHANICAL REPRODUCTION		Cut off when no longer needed for publication or reprint Destroy at cutoff. AUTH (GRS 21, Item 7) (5040/R7)
	8	LINE COPIES		Cut off upon final production. Destroy 1 year after cutoff AUTH (GRS 21, Item 8) (5040/R8)
	9	POSTERS	DFAS Audiovisual Information and Graphics Office	
	9.01	Non-mission		Cut off on completion of the production Destroy 1 year after occurrence of event or completion of program being documented AUTH (N1-507-93-1, Item 153) (5040/R9 01)
	9.02	Mission		(PENDING) Contact Records Manager
114	10	TRAINING PROGRAMS		Cut off when no longer being used for training purposes Destroy 1 year after cutoff. AUTH (GRS 21, Items 14 and 17) (5040/R10)

SCHEDULE 5040				
AUDIOVISUAL INFORMATION AND GRAPHICS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
115	11. AUDIO-VISUAL PRODUCTIONS	Motion picture photography, videotapes, and related audio recordings that reflect functions performed within DFAS; includes mission briefings and similar products		
		Non-mission		Cut off on completion of the production. Destroy 1 year after occurrence of event or completion of program being documented AUTH (N1-507-02-1, Item 46) (5040/R11)
116	11 01	Mission		PERMANENT Cut off when superseded or obsolete. Transfer to National Archives in 5-year blocks when newest record in block is 20 years old. AUTH (N1-507-93-2, Item 154) (5040/R11 01)
	12	DIGITAL MEDIA		(PENDING) Contact Records Manager
	13	RECORDINGS OF MEETINGS	Recordings of meetings made exclusively for note taking or transcription	Any DFAS Audiovisual Information and Graphics Office Cut off when transcription is complete Destroy immediately after cutoff or erase for re-use. AUTH (GRS 21, Item 22) (5040/R13)
	14.	PRE-MIX SOUND ELEMENTS	Created during the course of a motion picture, television, or radio production.	Any DFAS Audiovisual Information and Graphics Office Cut off when purpose has been served. Destroy at cutoff. AUTH (GRS 21, Item 24) (5040/R14)

NOTE Record Sets, Black and white photographs - original negative and a captioned print; Color photographs - original color transparency or color negative, and a captioned print, Slide sets - original and a reference set and the related audio recording and script if one exists

SCHEDULE 5210
SECURITY AND PROTECTIVE SERVICES RECORDS

This schedule governs disposition of records pertaining to all forms of security to include information, concerning physical and personnel security.

SCHEDULE 5210				
SECURITY AND PROTECTIVE SERVICES RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	DOCUMENT RECEIPT FILES	Records documenting the receipt and issuance of classified documents	Maintained in any DFAS office	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (GRS 18, Item 2) (5210/R1)
2.	DESTRUCTION CERTIFICATE FILES	Certificates relating to the destruction of classified documents		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 18, Item 3) (5020/R2)
3.	CLASSIFIED DOCUMENT INVENTORY FILES	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents EXCLUDING Top Secret documents		Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (GRS 18, Item 4) (5020/R3)
4	TOP SECRET CONTROL REGISTERS	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.		Cut off when controlled documents are downgraded, transferred, or destroyed Destroy 5 years after cutoff AUTH (GRS 18, Item 5a) (5020/R4)
5	TOP SECRET ROUTING DOCUMENTS	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.		Cut off and destroy when controlled documents are downgraded, transferred, or destroyed AUTH (GRS 18, Item 5b) (5020/R5)
6.	ACCESS REQUEST FILES	Requests and authorizations for individuals to have access to classified files		Cut off at end of calendar year that authorization expires Destroy 2 years after cutoff AUTH (GRS 18, Item 6) (5210/R6)
7	CLASSIFIED DOCUMENT CONTAINER FILES	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.		Cut off individual documents when superseded or obsolete Destroy upon cutoff. AUTH (GRS 18, Item 7a) (5210/R7)

SCHEDULE 5210				
SECURITY AND PROTECTIVE SERVICES RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
8.	INSPECTION AND SURVEY FILES	Reports of inspections or surveys of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry		Cut off at end of calendar year Destroy 3 years after cutoff. AUTH (GRS 18, Item 9) (5210/R8)
9.	INVESTIGATIVE FILES	Investigative files accumulating from investigations of fires, explosions, and accidents		Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 18, Item 11) (5210/R9)
10.	PROPERTY PASS FILES	Property pass files, authorizing removal of property or materials		Cut off and destroy individual documents within the file 3 months after expiration or revocation. AUTH (GRS 18, Item 12) (5210/R10)
11	GUARD ASSIGNMENT LEDGER RECORDS	Ledgers relating to guard assignments and strength	DFAS security offices	Cut off at end of calendar year Destroy 3 years after cutoff. AUTH (GRS 18, Item 13a) (5210/R11)
12	GUARD POST ASSIGNMENT FILES	Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	DFAS security offices	Cut off at end of calendar year Destroy 2 years after cutoff AUTH (GRS 18, Item 13b) (5210/R12)
13	KEY CONTROL	Maximum security Files relating to accountability for keys for areas under maximum security		Cut off upon turn-in of key. Destroy 3 years after cutoff. AUTH (GRS 18, Item 16a) (5210/R13)
13 01		Other Files relating to accountability for keys for areas under less than maximum security	Any DFAS office	Cut off upon turn-in of key Destroy 6 months after cutoff AUTH (GRS 18, Item 16b) (5210/R13 01)
14	VISITOR CONTROL FILES	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers	Any DFAS Site designated offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (GRS 18, Item 17b) (5210/R14)
15.	FACILITY CHECK FILES	Reports of routine after-hours security checks that do not reflect security violations	Any DFAS Security Office	Cut off at end of month. Destroy 1 month after cutoff. AUTH (GRS 18, Item 18b) (5210/R15)

SCHEDULE 5210		SECURITY AND PROTECTIVE SERVICES RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
16	SECURITY VIOLATIONS	Higher Echelon Investigations. Case files of investigations of alleged security violations that are referred to the Department of Justice or Defense for investigation and/or prosecution		Cut off when case is closed Destroy 5 years after cutoff. AUTH (GRS 18, Item 24a) (5210/R16)
16.01		Local Investigations Case files of investigations of alleged security violations, which remain within DFAS channels for investigation and/or prosecution	Any DFAS Security Office	Cut off when case is closed Destroy 2 years after cutoff AUTH (GRS 18, Item 24b) (5210/R16 01)
17	SECURITY CLEARANCE CASE FILES	Case files documenting the processing of security clearance or sensitive position investigations on Federal employees, potential Federal employees, and contractors to include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and status of the clearance	Any DFAS Security Office	Cut off upon transfer or separation of employee or upon contract expiration (See NOTE 1) Destroy not later than 5 years after cutoff AUTH (GRS 18, Item 22a) (5210/R17)
18	INVESTIGATIVE REPORTS	Investigative reports and related documents furnished by investigative organizations for use in making security/suitability determinations		Cut off and destroy per the investigating agency instructions AUTH (GRS 18, Item 22b) (5210/R18)
19	NONDISCLOSURE AGREEMENT FILES	Copies of agreements (such as SF 312, Classified Information Nondisclosure Agreement) signed by employees with access to information that is classified or classifiable		
		If maintained separately from the individual's official personnel folder		Cut off at end of calendar year in which statement expires Destroy 70 years after cutoff AUTH (GRS 18, Item 25 b) (5210/R19)
19.01		If maintained in the individual's official personnel folder		Apply the disposition for the official personnel folder AUTH (GRS 18, Item 25b) (5210/R19 01)

SCHEDULE 5210				
SECURITY AND PROTECTIVE SERVICES RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
117	20 ORIGINAL CLASSIFICATION AUTHORITY	Master listing by title and organization of officials designated to exercise this authority		Cut off on supersession of individual documents within file. Destroy upon cutoff AUTH (N1-507-93-2, Item 155) (5210/R20)
118	21 DELETIONS FROM ORIGINAL CLASSIFICATION AUTHORITY	Requests to delete officials from the master listing.	Any DFAS Security Office	Cut off when action is complete. Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 156) (5210/R21)
119	22. CLASSIFICATION EVALUATION	Challenges to classification and requests for mandatory review.		Cut off at end of calendar year in which review is completed Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 157) (5210/R22)
120	23 ACCESS CONTROL RECORDS	Forms used to certify access to classified information or restricted areas such as access lists, authority to open or close alarmed areas, and similar types of records		Cut off individual documents within the file when superseded or obsolete AUTH (N1-507-93-2, Item 158) (5210/R23)

NOTE: Destroy immediately upon notification of death of employee

SCHEDULE 5300
MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY

This schedule governs disposition of records pertaining to postal operations, mail management, and accountability.

SCHEDULE 5300		MAIL ACCEPTANCE, MOVEMENT AND DELIVERY		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	ACCOUNTABILITY RECORDS	PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail, PS 3849A, Delivery Notice or Receipt, PS 3849B, Delivery Reminder or Receipt, PS 3850, Record of Delivery, Registered, Numbered Insured, Certified and COD Mail, PS 3854, Manifold Registry Dispatch Book, PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail, PS 3885, Firm Delivery Book - Registered, Certified and Numbered Insured Mail, DD 1384, Transportation Control and Movement Document	Any DFAS mail Site office	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (GRS 12, Item 5a) (5300/R1)
2	MAIL MANAGEMENT ADMINISTRATIVE RECORDS	Copies of mail contracts, invoices, working papers, program management records, and all other records governing the administration of mail management		Cut off contracts upon expiration and all others at end of fiscal year Destroy 1 year after cutoff AUTH (GRS 12, Item 6g) (5300/R2)
3	OFFICIAL MAIL FINANCIAL RECORDS - SUPPORT DOCUMENTS	Standard Forms 1034, Receipts, and other documentary transactions between DFAS and the US Postal Service	Any DFAS Official Mail Office	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (5300/R3)
121	OFFICIAL MAIL FINANCIAL RECORDS - ACCOUNTS RECONCILIATIONS	Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 115) (5300/R4)
122	OFFICIAL POSTAGE METER LICENSES	PS Form 3601-A, License to Use Postage Meters	Any DFAS office using official postage meters	Cut off upon relocation or termination of postage meter operation. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 116) (5300/R5)

SCHEDULE 5300		MAIL ACCEPTANCE, MOVEMENT AND DELIVERY		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
123	6	POSTAGE METER REPORT	PS 3602-PO, Report of Meter Setting, and supporting records	Cut off at end of fiscal year in which report is completed. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 117) (5300/R6)
124	7	POSTAGE METER SUPPORTING RECORDS	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings, PS 3604, Nonuse of Mailing Permit/Meter License, PS 3610, Record of Postage Meter Settings; copies of PS 3533, Application and Voucher for Refund of Postage and Fees, PS 3633-G, Daily Activity Recap for Official Mail, PS 3635-G, Postage and Fee Adjustment for Official Mail.	Cut off at end of fiscal year in which final entry is made. Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 118) (5300/R7)
125	8.	PERMIT IMPRINT MAILING STATEMENTS	PS Form 3600-PC, First Class Other than Priority Mail Postage Affixed, PS Form 3600-R, Statement of Mailing with Permit Imprints First Class Mail; PS Form 3602-R, Statement of Mailing with Permit Imprints Third Class Mail (Regular Rates Only); PS Form 3602-PC, Statement of Mailing with Meter or Pre-Cancelled Postage Affixed Bulk Third Class Mail (Regular or Nonprofit Rates)	DFAS Official Mail Offices Cut off at end of fiscal year in which mailing is completed Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 119) (5300/R8)
126	9	POSTAGE EXPENDITURE REPORTS	RCS DD-P&L(Q) 1833 - Quarterly Prepaid Postage Report.	Cut off at end of fiscal year in which report is created. Destroy 1 year after cutoff. AUTH (N1-507-93-2, Item 120) (5300/R9)
127	10.	MAIL CALLS OR HOURS OF COLLECTION NOTICES	DD 1115, Mailroom; USPS Label 55, Mail Collection Times	DFAS official mail activities Cut off when schedules are revised, destroy when new forms are posted AUTH (N1-507-93-2, Item 121) (5300/R10)
128	11	ACCOUNTABLE CONTAINER RECEIPTS	Receipts for accountable containers, which are dispatched or received via registered mail, dispatched or received via other than registered mail, or via interoffice distribution, and in pouches or other consolidated mailings	Postal activities and official mail activities Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 122) (5300/R11)

SCHEDULE 5300				
MAIL ACCEPTANCE, MOVEMENT AND DELIVERY				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
129	12. ACCOUNTABLE CONTAINER RECEIPTS - SUSPENSE COPY	Unsigned duplicate copies used for tracer and control purposes.		Cut off at end of month. Destroy 90 days after cutoff AUTH (N1-507-93-2, Item 123) (5300/R12)
130	13. APPLICATION FOR REGISTRATION OR CERTIFICATION OF OFFICIAL MAIL	PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	Official mail activities	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 124) (5300/R13)
131	14. POSTAL ANALYSES AND SUMMARIES	Analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, Postal Net Alerts, and Container Receipt Summaries	Postal activities	Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-93-2, Item 125) (5300/R14)
132	15. SMALL PARCEL SHIPMENT BILLING OR SHIPPING RECORDS	Records generated by small-parcel shipping companies	Postal activities	Cut off at end of fiscal year Destroy 1 year after cutoff (See NOTE) AUTH (N1-507-93-2, Item 126) (5300/R15)
133	16. FMS SMALL PARCEL SHIPMENT BILLING OR SHIPPING RECORDS	Records for material sent as part of the Foreign Military Sales/Security Assistance Program that may be needed to answer a Report of Item Discrepancy		Cut off at end of fiscal year in which shipping or billing took place Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 127) (5300/R16)
134	17. CLAIMS PAID BY USPS AND UPS	Claims Forms PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel, PS 565, Registered Mail Application for Indemnity/Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report, PS 2855, Claim for Indemnity - International Registered and Insured Mail, PS 3760, Wrapper Found Without Contents, PS 3812, Request for Payment of Domestic Postal Insurance/Claim Identification, PS 3831, Post Office Record of Claim, PS 3841, Post Office Record of Claim	Postal activities	Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 128) (5300/R17)
135	18. TRACERS	Processing Records PS 3830-A, Registry Dispatch Record, PS 3854, Registered Mail Dispatch Bill.		Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-93-2, Item 129) (5300/R18)

SCHEDULE 5300		MAIL ACCEPTANCE, MOVEMENT AND DELIVERY		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
136	19. REGISTRY BALANCE AND INVENTORY	DD 2261, Registered Mail - Balance and Inventory.		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 130) (5300/R19)
137	20. POSTAL BULLETINS	Self-explanatory.		Cut off upon inclusion in an USPS publication. Destroy at cutoff AUTH (N1-507-93-2, Item 131) (5300/R20)
138	21. DISTRIBUTION AND LOCATION LISTINGS	Mail distribution scheme, MPO location lists, and related records		Cut off upon revision or inactivation of using activity. Destroy at cutoff AUTH (N1-507-93-2, Item 132) (5300/R21)
139	22. INVENTORIES OF POSTAL SUPPLIES AND USPS EQUIPMENT	PS 1586, Supply Record, PS 1590, Supplies and Equipment Receipt		Cut off upon supersession Destroy at cutoff. AUTH (N1-507-93-2, Item 133) (5300/R22)
140	23. REQUISITIONS FOR USPS EQUIPMENT, SUPPLIES, PUBLICATIONS, CODED TAGS AND LABELS	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels, PS 1957- C, Request for Military Tags and Labels, PS 4686-A, Shipping Order, PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition, PS 7381, Requisition for Supplies, Services, or Equipment	Postal activities	Cut off when requisition is filled. Destroy at cutoff AUTH (N1-507-93-2, Item 134) (5300/R23)

NOTE: If a longer retention period is specified in the contract, comply with the terms of the contract

SCHEDULE 5400
PUBLIC AFFAIRS

This schedule governs disposition of records pertaining to public information and community relations programs designed to inform and motivate DFAS personnel, maintain liaison with public news media, promote public understanding of DFAS activities, and develop and maintain cooperation between DFAS and the community.

SCHEDULE 5400				
PUBLIC AFFAIRS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
141	1 PUBLIC AFFAIRS RELEASES	DFAS Arlington. All original releases to news media made by DFAS Arlington Public Affairs office	DFAS Arlington Public Affairs Office	PERMANENT Cut off at end of calendar year Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH (N1-507-93-2, Item 161) (5400/R1)
142	1.01	DFAS Sites Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Site Public Affairs Officer to have lasting significance to the Site's mission	Any DFAS Public Affairs Office	PERMANENT Cut off at end of calendar year Transfer to National Archives in 5-year blocks when latest record is 20 years old AUTH (N1-507-93-2, Item 160) (5400/R1 01)
143	1 02	DFAS Sites (Temporary) Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Public Affairs Officer to be routine or to have no lasting significance to the Site's mission		Cut off at end of calendar year Destroy 1 year after cutoff AUTH (N1-507-93-2, Item 159) (5400/R1 02)
144	2 PUBLIC RELATIONS FILES	Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions	DFAS Site Public Affairs Offices	PERMANENT Cut off individual files when superseded. Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH (N1-507-93-2, Item 162) (5400/R2)
145	3 EXHIBIT CASE FILES	Information on the development, acquisition, and use of DFAS exhibits for public display		Cut off upon retirement of exhibit Destroy when exhibit is refurbished or retired AUTH (N1-507-93-2, Item 163) (5400/R3)

SCHEDULE 5400
PUBLIC AFFAIRS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
4	BIOGRAPHICAL FILES	Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service to DFAS		Cut off upon separation or transfer of employee Destroy when employee separates or transfers AUTH (N1-507-93-2, Item 164) (5400/R4)

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SCHEDULE 5500
LEGAL ADMINISTRATION RECORDS

This schedule governs disposition of records accumulated in carrying out the legal administration program.

SCHEDULE 5500		LEGAL ADMINISTRATION RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
147	1.	LEGAL OPINIONS	Precedent-setting The record copy of a legal opinion which establishes policy or precedent	Any DFAS Legal Office PERMANENT Cut off at end of calendar year Transfer to National Archives in 5-year blocks when latest document is 20 years old AUTH (N1-507-93-2, Item 165) (5500/R1)
148	1.01		Nonprecedent-setting A legal opinion based on a previously set precedent, interprets but does not establish policy or precedent	Cut off at end of calendar year in which superseded or obsolete Destroy upon cutoff AUTH (N1-507-93-2, Item 166) (5500/1 01)
149	2	LEGISLATIVE AND CONGRESSIONAL LIAISON RECORDS	Records pertaining to legislation, executive orders, proclamations, and to liaison with Congress, excluding budgetary and appropriation matters Includes supporting memoranda and comments reflecting DFAS position on legislative matters	Cut off at end of calendar year in which superseded or obsolete. Destroy upon cutoff AUTH (N1-507-93-2, Item 167) (5500/R2)
150	3.	LITIGATION RECORDS	Records accumulated incident to litigation arising out of tax disputes or other actions, legal actions involving DFAS, its personnel or contractors; administrative proceedings, investigative reports, and legal processing affecting accomplishment of the DFAS mission	Cut off at end of calendar year in which case closed Destroy 6 years after cutoff AUTH (N1-507-05-1) (5500/R3)
	4	FINANCIAL DISCLOSURE REPORTS	Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc	Cut off on date of filing Destroy 6 years after date of filing (See NOTE) AUTH (GRS 1, Item 24b) (5500/R4)

NOTE: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation

SCHEDULE 5545
CONGRESSIONAL INQUIRIES

This schedule governs disposition of records accumulated during correspondence with members of Congress.

SCHEDULE 5545		CONGRESSIONAL INQUIRIES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
151	NONROUTINE CONGRESSIONAL INQUIRIES	Non-routine inquiries and replies relating to or involving DFAS policies, procedures, plans, classified information, and other matters of importance, such as changes in status or location of DFAS organizations, activities or installations, production facilities, major procurement or allied matters.	Hard copy to be maintained in DFAS-Arlington	PERMANENT Cut off at end of calendar year Transfer to appropriate Regional Records Service Facility (or Washington National Records Center) 1 year after the close of a numbered Congress) Transfer to National Archives in 5-year blocks when latest record is 20 years old. AUTH (N1-507-93-2, Item 170) (5545/R1)
152	ROUTINE CONGRESSIONAL INQUIRIES	Routine and noncontroversial communications from and to members of Congress relating to unclassified information such as requests from DFAS employees for Congressional assistance in resolving problems relating to active duty, reserve. ANG, civilian, retired, annuitant pay and policies, DFAS civilian employment, and dependent support issues	Any DFAS Congressional Liaison Offices	Cut off at end of calendar year. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 171) (5545/R2)

SCHEDULE 6055
SAFETY PROGRAM ADMINISTRATION

This schedule governs disposition of records created or used by the DFAS Safety Program to include safety and accident prevention.

SCHEDULE 6055				
SAFETY PROGRAM ADMINISTRATION				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
153	1. SAFETY PROGRAM PLANNING AND ANNUAL REPORTS	Records pertaining to planning the DFAS Safety Program, including safety and health goals and objectives, measures, performance measurement, and reports	DFAS Arlington and other DFAS sites	Cut off at end of fiscal year Destroy 5 years after cutoff (29 CFR 1960 73) AUTH (N1-507-02-1, Item 59) (6055/R1)
154	2. SAFETY AND OCCUPATIONAL HEALTH AUDITS, SURVEYS, AND INSPECTIONS	Final reports and supporting correspondence relating to findings and recommendations by safety and health professionals, additional duty safety personnel, safety monitors, supervisors and contractors		Cut off at end of FY to which records relate and maintain on-site Destroy 5 years after cutoff (29 CFR 1960 73) AUTH (N1-507-02-1, Item 60) (6055/R2)
155	3. ACCIDENT REPORTS AND SUPPLEMENTARY INFORMATION	Reports and other records providing notification and preliminary information about accidents Included are supervisor reports of injury and illness reports, accident logs maintained in the Safety office, extracts from records of employee medical treatment provided to the Safety office after medical evaluation and treatment for workplace injury or illness, and Office of Workers' Compensation Program forms and records which serve as supplementary information to the Safety office Medical information filed in the Employee Medical Folder is excluded and falls under medical recordkeeping requirements		Cut off three years after the date of the report Destroy 5 years after cutoff See Note 1 AUTH (29 CFR 1960 73 and Exception to GRS 1, Item 31) (N1-507-02-1, Item 61) (6055/R3)
156	4. ACCIDENT INVESTIGATION REPORTS	Accident investigation reports that include documentation under 29 CFR 1960 29		Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (29 CFR 2960 29) (N1-507-02-1, Item 4) (6055/R4)
	5. OCCUPATIONAL INJURY/ILLNESS LOG.	Log of occupational injuries and illnesses and supplementary records under 29 CFR 1960 68, "Supplementary Record of Occupational Injuries and Illnesses"		Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (29 CFR 1960) (GRS 1, Item 34)

SCHEDULE 6055		SAFETY PROGRAM ADMINISTRATION		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
157	6	FIRE PREVENTION AND PROTECTION	Related records of inspections and tests	Cut off at end of calendar year Destroy 5 years after cutoff AUTH (DODI 6055 1, 6055 5, 6055 6 & 6055 7) (Proposed revision to N1-507-93-2, Item 173) (N1-507-02-1, Item 63) (6055/R6)
158	7	HAZARDS REPORTS	Hazards reported under this program include environmental, fire, health, and safety hazards Hazard reports are logged in the safety office.	Cut off when abatement is complete. Destroy 5 years after cutoff. (See NOTE 2). AUTH (29 CFR 1960 26(c)(4)) (6055/R7)
159	8	HAZARD ABATEMENT	Records of plans, status of funding, and efforts to eliminate hazards as well as related logs	Cut off at end of fiscal year in which hazard is corrected, maintain on-site and destroy 5 years after cutoff. AUTH (29 CFR 1960 73) (N1-507-02-1, Item 65) (6055/R8)
	9	HAZARDOUS MATERIALS	Records of hazardous materials, actions pertaining to management of hazardous materials, hazardous waste, and hazard communication training.	Any DFAS Safety Office
160	9.01		Material Safety Data Sheets (MSDS) and related records. Data may be centrally archived as the system grows	On-site at any DFAS activity
161	9.02		Hazardous Communications Training Records Documentation of hazardous communications training of employees storing, using, and transporting, hazardous materials who may be exposed to, or potentially exposed to hazardous materials.	Cut off when the hazardous material is no longer used or stored, or upon transfer to an approved hazardous material accumulation site awaiting transport to an approved waste management site Destroy 50 years from the date of the record (See NOTE 3) AUTH (DODI 6050 5) (N1-507-02-1, 6055/R9 01)
			Transferred employees	By immediate supervisor as long as employee is assigned to the Agency Transfer to gaining agency in accordance with instructions in 5 CFR part 293, Subpart c AUTH (N1-507-02-1) (6055/R9 02)

SCHEDULE 6055				
SAFETY PROGRAM ADMINISTRATION				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
9	03	Separated employees	By immediate supervisor as long as employee is assigned to the Agency	Include record of hazardous communications training in employee medical folder (SF 66d or comparable agency form) Transfer to NPRC (St Louis, MO) 30 days after separation NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later AUTH (GRS 1, Item 21a(2))
	10	RESERVED		
162	11.	HAZARDOUS SUBSTANCE EXPOSURE	Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910	Medical treatment facilities supporting any DFAS activities Cut off on separation or transfer of employee Transfer for inclusion in record described in Rule 9 above
163	12.	INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH RECORDS	Tests, surveys, evaluations, etc , which ascertain presence or absence, nature, and degree of occupational health hazards.	DFAS Safety Offices and Occupational Health Offices Cut off five years after the fiscal year to which the records pertain Upon cutoff, transfer to Records Retention Center Destroy 40 years after the date of the latest record, test, survey, evaluation AUTH DoDI 6055 5, Industrial Hygiene and Occupational Health (N1-507-02-1, Item 67) (6055/R12)
164	13	ENVIRONMENTAL RECORDS	Recommendations, plans and supporting data covering pollution prevention and environmental preservation under the 40 CFR series	Cut off 5 years after closing action Destroy 40 years after close of FY in which cutoff occurs AUTH (N1-507-02-1, Item 68) (6055/R12)
	14	Employee Medical Files (EMF)	Long-term medical records as defined in 5 CFR, Part 293, Subpart E	Transfer the employee's EMF only to the designated EMF Manager (Medical, Health, or Safety professional) AUTH GRS 1, Item 21a(1)
			Transferred employees When an employee transfers to or from another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF, but not with the OPF	

SCHEDULE 6055				
SAFETY PROGRAM ADMINISTRATION				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
14.01		Separated employees	DFAS Safety Offices and Occupational Health Offices	Cut off 30 days after separation and transfer to NPRC, St. Louis, MO. NPRC will destroy 75 years after the birth date of the employee, or 60 years after the date of the earliest document in the folder if the birth date cannot be determined, or 30 years after the latest separation, whichever is later AUTH GRS 1, 21a(2)
14.02		Temporary or short-term records as defined in the Federal Personnel Manual (FPM)		Destroy 1 year after separation or transfer of the employee. AUTH GRS 1, Item 21b
14.03		Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA record storage facility		Destroy 60 years after retirement to the NARA Records Storage Facility. See Notes 4 and 5) AUTH GRS 1, Item 21c
14.04		Copies of statistical summaries and reports with related papers pertaining to employee health that are retained by the reporting health unit		Destroy 2 years after the date of the summary of report. (See NOTE 4) AUTH GRS 1, Item 22

NOTES:

1. Accident information maintained in the Safety Office is different from compensation claims information. Some of the information is the same; however, the purposes are vastly different and the retention periods are required for SOH under 29 CFR 1960
2. Abatement may occur more than 5 years after the fiscal year in which the hazard is identified. Original hazard reporting and abatement documentation shall be retained on-site for at least 5 years after the hazard(s) is/are abated.
3. *Section 103, P.L. 96-510, prescribed that these records would be destroyed 50 years from the date of the document or 50 years after its enactment on December 11, 1980, whichever is later. If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the DFAS Site director requires a longer retention period for the protection of the public health or welfare, submit a request to DFAS Arlington for approval of the revised retention period and hold the records in a "pending disposition" status.
4. Electronic master files and databases created to supplement or replace the records covered by item 14 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 135.
5. Employee job-related X-ray films are part of the Employee Medical File (EMF). Oversized X-ray films (i.e., larger than 8½"x11" and usually of the chest or torso) are too large to fit in the Employee Medical File (EMF) and therefore are not sent with the EMF to storage. (However, these oversized films may be sent with the EMF to a new Federal employing agency.) When the EMF is sent to storage, over-sized X-ray films shall be retained at the last Medical Treatment Facility (MTF) that provided occupational health services to the employee, until such time as the films may be destroyed according to the disposition for the EMFs (Rule 14 of this Schedule). X-ray films 8½"x11" or smaller will fit within the EMF and are transferred or retired in the EMF. Radiographic results shall be included in the EMF, with a notation of the location of any film not present in the EMF and how it can be obtained. When OSHA standards allow, a microfiche copy of any X-ray film may be placed in the EMF instead of the X-ray film itself.

SCHEDULE 7040
COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS

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

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SCHEDULE 7040				
COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	FINANCIAL MANAGEMENT RECORDS	Reports, correspondence, and related data that serve for control purposes in developing or improving budget office systems programs	Comptroller functional areas	Cut off at end of fiscal year Destroy 3 years after cutoff. AUTH (N1-507-97-1) (7040/R1)
2	COST TRACKING RECORDS	Reports, analyses, correspondence, and related data which provide a chronology of costs by organization and program element		Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (GRS 8, Item 6b) (7040/R2)
3	FORMAL BUDGET RECORDS	Records containing budget exhibits and final annual budget packages submitted from DFAS Sites to DFAS Arlington	Any DFAS Budget Office	Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (GRS 5, Item 3a) (7040/R3)
4	BUDGET EXECUTION RECORDS	Internal reports and records used to execute budget exhibits and final annual budget packages.		Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (GRS 5, Item 2) (7040/R4)
5	BUDGET RECORDS WORKSHEETS	Records generated to assist in the completion of the formal budget		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (GRS 5, Item 2) (7040/R5)
6	BUDGET CORRESPONDENCE RECORDS	Correspondence pertaining to routine internal budget program execution		Cut off at end of fiscal year. Destroy 2 years after cutoff AUTH (GRS 5, Item 1) (7040/R6)
7	COST AND ANALYSIS CORRESPONDENCE RECORDS	Correspondence pertaining to cost/economic analysis studies and estimating factors and methods	Any DFAS Budget Office	Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (N1-507-93-2, Item 184) (7040/R7)
8.	FUND DISTRIBUTION	Memoranda, from the Budget Office, for fund distribution records.	Cost offices	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7040/R8)

SCHEDULE 7205
ACCOUNTING OPERATIONS - FINANCIAL RECORDS

7205. This schedule governs disposition of records pertaining to the accounting operations financial records accumulated by the Accountable Stations. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7205				
ACCOUNTING OPERATIONS — FINANCIAL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	GENERAL LEDGERS	Manual and machine form ledgers, to include but not limited to the Operating Budget Ledger and Allotment Ledger pertaining to current, expired, and closed accounts	Any DFAS Accounting Operations Office	Cut off at end of fiscal year Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH (GRS 7, Items 2 and 3) (7205/R1)
2.	SUBSIDIARY LEDGERS	Various forms and formats covering allotments, obligations, appropriation summaries, transactions paid by and for others, adjustments, suspense items, object classes, open allotments, industrial funds, stock funds, and deposit funds pertaining to current, expired, and closed accounts		Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (GRS 7, Item 4a) (7205/R2)
3.	SUPPORTING RECORDS TO GENERAL AND SUBSIDIARY LEDGERS	Budget Authority (BA)/Allotment, or authorized replacement, Obligation Authority/Suballotment, subsidiary distribution of allotments and BAS to other SMAs, journal vouchers, and applicable records pertaining to recording commitments, obligations, accrued expenditures (paid and unpaid), report of TDY and PCS on military or civilian travel under specific or centrally managed allotments, and Status of Funds Data Base Transmissions pertaining to current, expired, and closed accounts	Any DFAS Accounting Operations Office	Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (GRS 7, Item 4a) (7205/R3)

SCHEDULE 7205				
ACCOUNTING OPERATIONS — FINANCIAL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
167	3.01	Supporting documentation for Property, Plant & Equipment (PP&E) transactions including, but not limited to, obligation document, receipts/vouchers, DFAS Form 1413, DPAS/e-Biz Capitalization Certification.	Accountable Property Officers/MEO	Cut off upon disposition of the asset. Destroy 6 years and 3 months after cut off. AUTH (N1-507-06-1) (7205/R3 01)
168	3.02	Supporting documentation for PP&E transactions involving Real Property, including, but not limited to DD Form 1354, Transfer and Acceptance of Military Real Property, ENG Form 3013, Work Order/Completion Report, construction contracts, work orders, and other documentation.		Cut off upon disposition of the asset. Destroy 10 years after cut off AUTH (N1-507-06-1) (7205/R3 02)
	4	FINANCIAL STATEMENTS, SCHEDULES, AND REPORTS	Any DFAS Accounting Operations Office	Cut off at end of fiscal year Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account. AUTH (GRS 6, Item 1a) (7205/R4)
	5.	FUND DISTRIBUTION	Memoranda from the Budget Office for Fund Distribution Records	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7205/R5)

SCHEDULE 7206
ACCOUNTING OPERATIONS - AUTOMATED DATA PROCESSING RECORDS

7206. This schedule governs disposition of records pertaining to the accounting operations automated data processing records accumulated by the Accountable Stations. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7206				
ACCOUNTING OPERATIONS — AUTOMATED DATA PROCESSING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
169	1 DAILY DETAIL RECORDS	Listings used in daily operations, i.e., Daily Operating Budget Ledger/Allotment Ledger, Daily Voucher Copy List, Generic Extract Summary, Voucherless Travel RC/CC List	Any DFAS Accounting Operations Office	Cut off and destroy upon completion of reconciliation process. AUTH (N1-507-97-1) (7206/R1)
170	2. SUMMARY RECORDS	Data used for any number of days or periods within a particular month, or for accumulation of any number of months for consolidated purposes.		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7206/R2)
171	3. TABULATIONS	Documentation that includes but is not limited to edit lists, transaction registers, ledgers, reports, and audit lists. File the following separately. Daily Operations		Cut off at end of month in which questions are resolved and annotations transferred Destroy 1 month after cutoff. AUTH (N1-507-97-1) (7206/R3)
172	3 01	Year-end Operations		Cut off at end of month in which questions are resolved and annotations transferred. Destroy 3 months after cutoff AUTH (N1-507-97-1) (7206/R3 01)
173	4. CONSOLIDATED TABULATIONS	Annual appropriations records produced from monthly summary or other records, to include but not limited to, selective transaction history listing, usually for an entire FY	Any accounting operations office	Cut off at end of fiscal year. Destroy 4 years after FY for which related appropriations are available for obligation AUTH (N1-507-97-1) (7206/R4)
	4 01	Consolidated tabulations for expired accounts pertaining to unliquidated obligations transferred from lapsed appropriations produced from monthly summary or other records, usually for an entire FY.		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH (GRS 6, Item 1a) (7206/R4 01)

SCHEDULE 7206				
ACCOUNTING OPERATIONS — AUTOMATED DATA PROCESSING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
174 4 02		Consolidated tabulations for continuing X or No-Year appropriations documents		Cut off at end of fiscal year in which individual or allotment account is closed Destroy 4 years after cutoff AUTH (N1-507-97-1) (7206/R4 02)
5	BASE MATERIEL/SUPPLY AUTOMATED SYSTEM	Computer listings including but not limited to. EOD IMR and GLAC update, daily FPMR/OCCR update and reconciliation, daily fuels division punch-out, base MCS transaction list, investment MACR status report and reconciliation list, equipment in use GLA update, SF obligated and unobligated and due-out report, OCCR record list and summary, investment equipment reconciliation GLAs 14041, and other miscellaneous listings, furnished to other organizations or included later in EOM products		Cut off and destroy upon transfer of annotations and receipt of new listing AUTH (N1-507-97-1) (7206/R5)
5 01		SF MACR status report, SF on order in-transit payable list, PFMR reports, EOM punch-out listings, A & F due-out list, LP open item lists	Any DFAS Accounting Operations Office	Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7206/R5 01)
5 02		Daily, periodic and monthly summary automated records		Cut off at end of month Destroy 30 days after cutoff AUTH (N1-507-97-1) (7206/R5 02)

SCHEDULE 7220
VENDOR PAY OPERATIONS - FINANCIAL RECORDS

This schedule governs disposition of records accumulated in Vendor Pay Operations. (Reference Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7220				
VENDOR PAY OPERATIONS — FINANCIAL RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	FUND DISTRIBUTION	Memoranda, Advice from the Accounting Operations Division for fund distribution records	Any DFAS Vendor Pay Operations Office	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7220/R1)
2	OBLIGATION AUTHORITY/FUND ALLOCATIONS	Obligation authority forms and comparable documents used to provide funds for commitment and obligation purposes related to current, expired, and closed accounts		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriation account or liquidation of all obligations in the closed account AUTH (GRS 6, Item 1a) (7220/R2)
3	COMMITMENTS	Unobligated commitments cancelled during FY or when appropriation expires		Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7220/R3)
3.01		Unobligated commitments pertaining to expired appropriations		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriation account or liquidation of all obligations in the closed account AUTH (GRS 6, Item 1a) (7220/R3 01)
4	OBLIGATIONS	Documentation supporting undelivered orders outstanding (UOO) and accrued expenditures unpaid (AEU) pertaining to current, expired, and closed appropriations		Cut off at end of fiscal year. Destroy 6 years, 3 months after FY in which entitlement/liability occurred. AUTH (GRS 7, Item 3) (7220/R4)
4.01		Obligations cancelled as being invalid before funding appropriation closes		Cut off at end of fiscal year. Destroy 6 years, 3 months after FY in which obligation/entitlement occurred AUTH (GRS 7, Item 3) (7220/R4 01)

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SCHEDULE 7220		VENDOR PAY OPERATIONS — FINANCIAL RECORDS			
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY	
176	5 EXPENDITURES	Original records supporting accrued expenditures paid (AEP) pertaining to current, expired, and closed appropriations	Any DFAS Vendor Pay Operations Office	Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected, if necessary, and final payment made Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7220/R5)	
		Retained copies		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7220/R5 01)	
177	6 ACCOUNTS RECEIVABLE	Record copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit fund and receipt accounts.		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 7, Item 2) (7220/R6)	
		Nonrecord copies of ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts.		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7220/R6 01)	
		Ledgers and supporting records used to reflect appropriation reimbursements, refunds, and credits to deposit funds and receipt accounts related to expired and merged ("M") accounts		Cut off at end of fiscal year. Destroy 6 years, 3 months after the later of either closure of appropriate account or liquidation of all obligations in the closed account AUTH (GRS 7, Item 2) (7220/R6 02)	
178	7 REPORTS	Copies of reports pertinent to Vendor Pay Operations.		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7220/R7)	
		Documents reflecting payment required to be reported to IRS, including Treasury Department forms used to report payments (W-2s).		Cut off at end of CY in which paid Destroy 5 years after cutoff AUTH (N1-507-97-1) (7220/R7 01)	
		Receiving reports - Copies		DFAS Sites	Cut off at end of month. Destroy 6 years, 3 months after created. AUTH (GRS 6, Item 1a) (7220/R7 02)
		Receiving reports – originals.		Any DFAS Vendor Pay Operations Office	Cut off and destroy 1 year after the close of the month in which created AUTH (GRS 6, Item 1b) (7220/R7 03)

SCHEDULE 7220		VENDOR PAY OPERATIONS — FINANCIAL RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
179	8. COLLECTION VOUCHERS	Accountable Station copy of collection vouchers and supporting records		Cut off at end of fiscal year in which final collection is effected or any corrective action is taken, whichever is later. Destroy 3 years after cutoff. AUTH (N1-507-97-1) (7220/R8)
180	9. POSTING MEDIA	Records (other than source records) such as journal vouchers, posting data transfer, similar forms and specialized posting media for machine applications, used to provide input data to the accounting operations		
		No corrective action necessary	Any DFAS Vendor Pay Operations Office	Cut off at end of day Destroy 90 days after cutoff AUTH (N1-507-97-1) (7220/R9)
181	9.01	Corrective action necessary		Cut off at end of day Close file when all corrective actions have been taken. Destroy 90 days after file has been closed. AUTH (N1-507-97-1) (7220/R9 01)
	10. CONTROL LOGS	Logs used to record disbursement and collection vouchers (e.g. manual payments for reporting Prompt Payment Act)		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7220/R10)
182	11. BUYER INTERFUND BILLS - NON-FMS (See NOTE 1)	Bills receipted and interfund zero balance listings, supply system updates, and related adjustment vouchers		Cut off at end of fiscal year in which billed. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7220/R11)
	12. AIRLIFT SERVICE INDUSTRIAL FUND REVENUE, BILLING AND RECEIVABLE	Invoice claims to public, cash collection vouchers; ACC transportation authorizations, transportation cargo movement documents, MTAs & TCMDs, travel orders, voucher for transfer between appropriation, and general correspondence used as backup to billing	Industrial Fund Offices	Cut off at close of FY in which final collection is effected Destroy 6 years after cutoff (See NOTE 2). AUTH (GRS 9, Item 1a) (7220/R12)

NOTES:

1. Seller and Buyer Interfund Records for Foreign Military Sales are covered in Schedule 7360, Rule 9
2. For other records related to foreign military sales, check remainder of rules contained in Schedule 7360.

SCHEDULE 7221
CENTRAL PROCUREMENT ACCOUNTING SYSTEM

SCHEDULE 7221		CENTRAL PROCUREMENT ACCOUNTING SYSTEM		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1	CENTRAL PROCUREMENT ACCOUNTING SYSTEM (CPAS)	Diagnostic listings containing information used to balance system when an out-of-balance occurs, listings used by Data Manager. (Sysout, BRO, BR1, BR2, BR3, BR4, BR5, BR6, BR7, BR8, BR9, 3N1)	Database Administration Location	Cut off/close at end of fiscal year in which auditors authorize disposal. Transfer to archive reserved for 6-year, 3-month retention(s). Delete/erase 6 years, 3 months after cutoff. AUTH (N1-507-02-1, Item 71) (7221/R1)
1 01		Individual Submissions of Reports used by CPAS customers to manage stock fund weapons systems, FMS open/closed cases, track financial status, manage capital equipment purchase, identify dormant purchase requests, research irregular fund status, control ULOs (D10, 1G1, 1L1, 1N1, 1R1, 1R2, 1R5, 1R7, 2DA, 2DB, 2DC, 2D1, 2D4, 2D5, 2D6, 2D7, D8, 2D9, 2H1, 2H2, 2H3, 2H4, 2J1, 2J2, 2J3, 2L1, 2L3, 3D, 3D3, 3H, 3N2, 4A1, 4H1, 4L1, 7A2, 7D1, 1E1, 9D2, 9F1, 9I1)	Maintained by Budget, Item Manager, Resource Advisor, FO, other customer	Cut off after each individual submission, delete/erase 30 days after having been added to total cumulative database (1 06 below) AUTH (N1-507-02-01, Item 72) (7221/R1 01)
1.02		LISTINGS used to verify transactions processed/interfaced, mismatched data, identify over-obligations, and assist in delivery reporting (ER1, ER2, 1D1, 1F1, 1H1, 1J1, 1R6, 2P6, 2T1, 2T2, 9Q1)	DFAS sites	Cut off/close and delete when superseded AUTH (N1-507-02-1, Item 73) (7221/R1 02)
1 03		LISTINGS used to manage the Direct Disbursement function (1B1, 1B2, 1B3, 1B4, 1J1, 1J2, 1S1, 1V1, 1V2, 1V3, 2W1, 3C1, 3S1, 3V1, 4M1)		Cut off/close at end of fiscal year. Transfer to archive reserved for 1-year retention(s). Delete/erase 1 year after cutoff AUTH (N1-507-02-1, Item 74) (7221/R1 03)

SCHEDULE 7221		CENTRAL PROCUREMENT ACCOUNTING SYSTEM		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.04		LISTINGS used to validate/reconcile/adjust open items, initiations, commitments and obligations, reconcile FMS case transactions to deliveries, and balance at FY end (1L1, 1N1, 2H2, 2H3, 2L2, 2P1, 2P2, 2P3, 2P4, 2P5, 2P7, 2P8, 2P9, 3T1, 3T2, 8L1, 8L3, 8N1, 9M1, 9P1, 9P2, 9T1)	DFAS Sites	
		Listings <u>not</u> requiring corrections		Cut off/close at end of fiscal year Transfer to archive reserved for 2-year retention(s) Delete 2 year after cutoff AUTH (N1-507-02-1, Item 75) (7221/R1 04)
		Listings requiring corrections		Cut off/close at end of fiscal year in which corrections made Transfer to archive reserved for corrected listings. Delete/erase 2 years after close of fiscal year in which corrections are made AUTH (N1-507-02-1, Item 76) (7221/R1 05)
1.05		Total cumulative database		Retain in electronic media for 6 years, 3 months as part of an historical database. Delete/erase the oldest year's data at the end of each fiscal year AUTH (N1-507-02-1, Item 77) (7221/R1 06)
1.06				

SCHEDULE 7225
VENDOR PAY OPERATIONS - AUTOMATED DATA PROCESSING RECORDS

This schedule governs disposition of records accumulated in Vendor Pay Operations. (Reference Financial Management Regulation DoD 7000.14-R)

SCHEDULE 7225					
VENDOR PAY OPERATIONS - AUTOMATED DATA PROCESSING RECORDS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY	
1	INTEGRATED ACCOUNTS PAYABLE SYSTEM (IAPS)	Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces (BCAS, MEDLOG, SBSS)	DFAS Sites	Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred AUTH (N1-507-97-1) (7225/R1)	
1 02		Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the IAPS database		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred AUTH (N1-507-97-1) (7225/R1 02)	
1 03		Open items, obligation validation/reconciliation listings, i.e. Dormant Obligation List, BQ/IAPS Recon		Cut off at end of fiscal year in which billed Destroy 1 year after cutoff AUTH (N1-507-97-1) (7225/R1 03)	
1 04		Prompt Payment Act information list used as report supporting detailed information		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-97-1) (7225/R1 04)	
1 05		Listings produced by end-of-day programs used to verify transactions processed, notices of follow-up action, payment computation/forecast lists		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred. AUTH (N1-507-97-1) (7225/R1 05)	
1 06		Voucher control log produced by end-of-day programs.		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7225/R1 06)	
1 07		Daily Obligation Validation Register.		DFAS Sites	Cut off at end of fiscal year. Destroy 1 year after cutoff (NOTE 1) AUTH (N1-507-97-1) (7225/R1 07)
1.08		Additional end-of-day program listings			Cut off and destroy on completion of corrective action. AUTH (N1-507-97-1) (7225/R1 08)

SCHEDULE 7225				
VENDOR PAY OPERATIONS – AUTOMATED DATA PROCESSING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1 09		Archived/Purged Contracts List.		Cut off on date of listing Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7225/R1 09)
2	STANDARD MATERIEL ACCOUNTING SYSTEM (SMAS)	Listings used primarily to review supply transactions and their effect on the accounting records	DFAS Sites	Cut off upon receipt of new listing (Where annotation is required, retain record until annotation has been transferred to new record.) Destroy on cutoff AUTH (N1-507-97-1) (7225/R2)
2 01		Listings and reports used primarily to support stock fund general ledger update, to reconcile with the trial balance, and to reconcile to expense, obligation and reimbursement data in the General Accounting System		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7225/R2 01)
3.	BUYER INTERFUND BILLS - NON-FMS (See NOTE 2)	Bills received and interfund zero balance listings		Cut off at end of fiscal year in which billed Destroy 1 year after cutoff AUTH (N1-507-97-1) (7225/R3)
4	AUTOMATED MATERIEL ACCOUNTING SYSTEM (AMAS)	Listings used primarily to review supply transactions and their effect on the accounting records.		Cut off after 3 months or upon receipt of new listing (Where annotation is required, retain record until annotation has been transferred to new record) Destroy on cutoff AUTH (N1-507-97-1) (7225/R4)
4 01		Listings and reports used primarily to support stock fund general ledger update, to reconcile with the trial balance, and to reconcile to expense, obligation and reimbursement data in the General Accounting System	DFAS Sites	Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7225/R4 01)
5.	MATERIEL ACCOUNTS PAYABLE SYSTEM (MAPS)	Interface program listings used primarily to review vendor contracts, receipts, and payment transaction interfaces		Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred AUTH (N1-507-97-1) (7225/R5)
5.01		Optional program listings used primarily to review status of vendor, contract appropriation summary table records, and to audit and correct invoices and receipts recorded in the database		Cut off and destroy on supersession (See NOTE 1) AUTH (N1-507-97-1) (7225/R5 01)

SCHEDULE 7225

VENDOR PAY OPERATIONS – AUTOMATED DATA PROCESSING RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
5.02		Open items obligations listings		Cut off at end of fiscal year in which billed Destroy 1 year after cutoff AUTH (N1-507-97-1) (7225/R5 02)
5 03		Products used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions used as support for journal voucher		Cut off at end of fiscal year. Destroy 2 years after cutoff (See NOTE 1) AUTH (N1-507-97-1) (7225/R5 03)
5 04		Prompt Payment Act information list used to adjust stock fund general ledger for unprocessed supply payment interface transactions or open obligations and payment transactions		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7225/R5 04)
5 05		Listings produced by end-of-day programs used to verify transactions processed, notices of action, computation list/materiel payment forecast	DFAS Sites	Cut off and destroy on supersession, provided all questions have been resolved and annotations transferred AUTH (N1-507-97-1) (7225/R5 05)
5 06		Voucher control log produced by end-of-day programs		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7225/R5 06)
5 07		Daily Obligation Validation register		Cut off at end of fiscal year. Destroy 1 year after cutoff (See NOTE 1) AUTH (N1-507-97-1) (7225/R5 07)
5 08		End-of-day program listings		Cut off and destroy on completion of corrective action. AUTH (N1-507-97-1) (7225/R5 08)

NOTES:

- 1 Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed
- 2 Foreign Military Sales Seller and Buyer Interfund Bills are covered in Schedule 7360, Foreign Military Sales

SCHEDULE 7280
NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS

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

SCHEDULE 7280				
NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
183	1	BUDGETARY DATA	Data on advanced approvals of expenditures for fixed assets, such as authorizations for improvements, additions to buildings, purchase and installation of equipment, etc.	Approving agency Cut off at end of fiscal year. Destroy 5 years after cutoff AUTH (N1-507-97-1) (7280/R1)
184	1 01		Copies of documents described in 1a above	NAF activities Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7280/R1 01)
185	2	FINANCIAL STATEMENTS AND REPORTS	Statements (including consolidated) reports of audit and of inspections	Preparing activities above Accountable Station level Cut off at end of fiscal year. Destroy 5 years after cutoff. AUTH (N1-507-97-1) (7280/R2)
186	2.01		Monthly and quarterly statements and reports, with substantiating data.	At preparing activities at Accountable Stations Cut off at end of fiscal year. Destroy 4 years after cutoff AUTH (N1-507-97-1) (7280/R2 01)
187	2 02			At other than preparing activities Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7280/R2 02)
188	2.03		Working papers, source documents, and other support data relating to statements and reports in 2a and 2b (1).	Preparing activity Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7280/R2 03)
189	2 04		Informational copies of unit fund statements and reports, with related correspondence (including retained copies of preparing activity reports)	Other than preparing activities Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7280/R2 04)
190	2 05		Computer listings of command input comprised of edit, error, out-of-balance and discrepancy data used for internal processing	Processing Center Cut off at end of month Destroy 4 months after cutoff. AUTH (N1-507-97-1) (7280/R2 05)
191	3.	REPORTS	Such as statement of financial condition, statement of income and expense, NAF statement of employee census and other related data for all fund categories, e g , welfare, membership, revenue producing and special funds	

SCHEDULE 7280		NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
192	3 01	Command Consolidated Reports - Yearend	DFAS Arlington and/or Subordinate activities	Cut off at end of fiscal year Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7280/R3)
		Command Consolidated Reports - Monthly & Quarterly		Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7280/R3 01)
193	4	CLAIMS	At preparing activities	Cut off on settlement or closure of claim Destroy 4 years after cutoff AUTH (N1-507-97-1) (7280/R4)
194	5	BOARD PROCEEDINGS		Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (N1-507-97-1) (7280/R5)
195	6	NAF CUSTODIAN CERTIFICATE	Financial management offices	Cut off on change of custodian Destroy 12 years after cutoff. AUTH (N1-507-97-1) (7280/R6)
196	7	INSURANCE	Financial management offices	Cut off on discontinuance of the fund Destroy 4 years after cutoff AUTH (N1-507-97-1) (7280/R7)
		7.01		Cut off at end of fiscal year. Destroy 2 years after cutoff. AUTH (N1-507-97-1) (7280/R7 01)
198	8.	LOANS AND GRANTS		Cut off on expiration, cancellation or termination of loan or grant. Destroy 5 years after cutoff AUTH (N1-507-97-1) (7280/R8)
199	9	INVESTMENTS (GOVERNMENT OR GOVERNMENT AGENCY SECURITIES)		Cut off on transfer or liquidation of the security Destroy 5 years after cutoff AUTH (N1-507-97-1) (7280/R9)

SCHEDULE 7280				
NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	10. GENERAL LEDGER	Ledger sheets in accounting books of final entry		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff AUTH (GRS 7, Item 2) (7280/R10)
200	11. JOURNALS, REGISTERS, AND LEDGERS	Basic books of accounts wherein all classes of transactions are originally recorded general journals, cash receipts, journals, check registers (cash disbursement journals), voucher registers (accounts payable ledgers), recurring or closing journals, payroll journals		Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (N1-507-97-1) (7280/R11)
	12. MACHINE LISTINGS	Daily/monthly documents, including accounts receivable (credit balance, statements, delinquent accounts list, alphabetic sequence list), accounts payable (vendor list, abbreviated vendor list, released invoice list, vendor analysis report, cash requirements, aging report, vendor change register, distribution journal, voucher register), consolidated banking (cash reconciliation list, conversion list), general ledger (chart of accounts, accounting period list, reference code list, detail list by account, detail list by journal, year-to-date summary, report file list-OPR/BS, budget summary report, list of assets), inventory (inventory master, file maintenance audit report, transaction journal, inventory status report, critical inventory, out-of-stock report, slow moving item report, control ledger report)	Financial Management offices	Cut off on completion of reconciliation Delete 45 days after cutoff AUTH (N1-507-97-1) (7280/R12)
201	13. WORKING FUNDS	Reports, bank checks (triplicate copy), petty cash vouchers (duplicate), and copies of bank deposit slips reflecting all deposits, reimbursements, and a running balance of cash in the bank	NAFFMB	Cut off at end of fiscal year or liquidation of the funds Destroy 4 years after cutoff AUTH (N1-507-97-1) (7280/R13)
202	14. MONTH-END WORKING PAPERS	Records of bank (CBP) reconciliations and other audit working papers used for detailing general ledger control account balances	Financial Management offices	Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-97-1) (7280/R14)

SCHEDULE 7280		NONAPPROPRIATED FUNDS (NAF) FINANCIAL MANAGEMENT RECORDS			
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY	
203	15	DAILY REPORTS		Reports of detail merchandise, cash, sales, food, service, which are record copies reflecting in summary a report on cash and charge sales used to support entries on the consolidated daily report.	Cut off at end of fiscal year. Destroy 4 years after cutoff, provided account is clear. AUTH (N1-507-97-1) (7280/R15)
204	15 01			Consolidated daily reports which are record copies used to support entries in cash receipt journals and for posting the subsidiary accounts receivable ledger	Cut off at end of fiscal year Destroy 3 years after cutoff, provided account is clear. AUTH (N1-507-97-1) (7280/R15 01)
205	16.	ACCOUNTS RECEIVABLE		Individual subsidiary records of amounts due the fund, and supporting documents reflecting merchandise sale on credit basis	Cut off at end of fiscal year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7280/R16)
206	17	PREPAID EXPENSE (DEFERRED CHARGE)		Accounts control data used to determine charges to be amortized each month reflecting the balance of an expenditure carried forward to be written off in one or more following periods.	Cut off at end of fiscal year. Destroy 2 years after cutoff AUTH (N1-507-97-1) (7280/R17)
	18.	DISBURSEMENTS		Checks, separate accounts payable vouchers with supporting purchase orders, receiving report invoices, petty cash vouchers that reflect on purchase of merchandise, supplies and services	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7280/R18)
	19.	COLLECTION	Financial management offices	Cash collection receipts which are record copies reflecting collection of NAF membership dues, concession income and related collections	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7280/R19)
	20	HOSPITAL FUND ACCOUNTS		Ledgers, journals, council books cash/disbursement receipts, financial statements, cash vouchers, vendors invoices, contracts and purchase orders that reflect on the administration of activities financed by central and individual hospital funds	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7280/R20)

SCHEDULE 7300
ORIGINAL DISBURSING ACCOUNTS

This schedule governs disposition of records pertaining to original source documents. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7300		ORIGINAL DISBURSING ACCOUNTS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1.	ORIGINAL ACCOUNTS	Original collection and disbursement vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, Treasury statements and reconciliations, certificates of deposit, DJMS-RC information file (money lists), summaries, and cover sheets, retiree and annuitant substantiating information, voucher listings and summaries, VA Class N summaries, accounts receivable listings, and other comparable data to include NATO Infrastructure Program		
		Regular accounts	DFAS Sites	Cut off at end of month Transfer 1 year after cutoff. Destroy 6 years, 3 months after cutoff. (See NOTES 1, 2 and 3) AUTH (GRS 6, Item 1a EXCEPTION) (N1-507-97-1) (7300/R1)
101		FMS cases		Cut off at end of month in which final payment made. Destroy 30 years after final payment (See NOTE 3) AUTH (N1-507-97-1) (7300/R1 01)
102		Original accounts	Accountable Stations	Transfer cutoff records directly to RRSF on normal quarterly or fiscal year cycles for application of disposition instructions in 1 above. AUTH (GRS 6, 1a EXCEPTION) (N1-507-97-1) (7300/R1 02)
103		Accounts and Supporting Documents pertaining to American Indians	DFAS sites	Not authorized for disposal (See NOTE 4) AUTH (GRS 6)

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SCHEDULE 7300		ORIGINAL DISBURSING ACCOUNTS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
2	TRANSPORTATION BY FOREIGN CARRIERS (ORIGINAL ACCOUNTS)	Original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US	Accountable Stations	Cut off at end of period of the account. Destroy 6 years after cutoff (See NOTE 5) AUTH (GRS 9, Item 1a)
2 01		Original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries, and vouchers for the same service from foreign countries to the US	Accountable Stations	Forward to servicing DFAS Site as directed (See NOTE 5). AUTH (GRS 6, Item 1a)
3	DEFENSE TRAVEL SYSTEM (DTS)	Completed trip records including request, authorization, and approved payment. Includes scanned images of all receipts for lodging and rental car expenses and all receipts for individual reimbursable expenses of \$75 or more	DTS Archive	Maintain in DTS Archive for 6 years and 3 months after final payment to traveler and travel vendors (See NOTE 6 and 7) AUTH (GRS 6, Item 1a)
3 01		Hardcopy travel receipts that have been electronically attached to voucher submitted for approval and verified in DTS by Authorizing Official	Authorizing Official/ Traveler	Cut off 90 days after imaged into system Destroy or maintain as traveler's personal records after cutoff. (See Note 7 and 8) AUTH (GRS 20, Item 2a)
3 02		Hardcopy travel receipts for DTS travel performed prior to May 2004 unless receipts are retroactively scanned into DTS.	Traveler/Authorizing Official	Cut off upon final payment to traveler and travel vendors. Destroy 6 years and 3 months after cutoff (See NOTE 7) AUTH (GRS 6, Item 1a)

NOTES:

1. A copy of the NATO Infrastructure Program vouchers will be kept with the pre-financed project files.
2. See DoD 7000.14-R, Volume 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures
3. Freeze record upon receipt of direction from NARA. Dispose of 30 years after cutoff, or once freeze has been lifted, if freeze has caused retention beyond normal disposal date.
4. Not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians
5. This item does not include vouchers covering charges for which there is a circumstance that prevents settling of the account; such vouchers are covered by GRS 9, Item 1b
6. If there are outstanding claims, exceptions, or pending litigation in connection with an account, the records must be retained in the DTS-Archive until settlement is made
7. Hard copy travel receipts must be maintained for 6 years and 3 months for DTS records generated prior to implementation of electronic attachment capability for receipts unless retroactively imaged into system
8. Travelers are advised to retain all receipts for tax or other purposes

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

This schedule governs disposition of working copies of records pertaining to the MAFR program; the disposition of original records is shown in Schedule 7300, Original Disbursing Accounts. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7305				
MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SYSTEMS RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
208	1 TRANSITORY WORK FILES	Transitory MAFR control data having recurring updates (such as appropriation master validation file, sales code file, Accountable Station file), interfund seller address file, records location, master listings of edit error and out-balance listings, miscellaneous correspondence	Designated DFAS Sites	Cut off at end of month Destroy 30 days after month in which created or when superseded by files update. AUTH (N1-507-97-1) (7305/R1)
209	2 RCS 7112/7113 ACCOUNTANT WORKING FILES	Transitory reference data, EDP listings of reconciliation differences, DFAS-AA/DE suspense by ADSN data, voucher and DA 14-94 rejects, records including forms; other ADP listing used in normal processing, EDP master cycle, by other listing, 7138 data and PIN listing, MAFR error listing, and other related listings		Cut off at end of fiscal year. Destroy 2 years* after the FY in which created AUTH (N1-507-97-1) (7305/R2) (Increase in retention over previous guidance)
210	3 RCS 7112/7113 ADSN, DCASR, CADC INPUTS, DCMD	7112/7113 folders, including AUTODIN list and EDP listings of ADSN reports, 7138 cycle data, cash reports and DFAS-AA/DE suspense, and other related EDP listings including adjustment voucher, automatic validation and other related listings and correspondence pertinent to DAO cycle and month-end processing, includes data peculiar to AMC transportation processing	Designated DFAS Sites	Cut off end of fiscal year Destroy 2 years after the FY in which created AUTH (N1-507-97-1) (7305/R3)

SCHEDULE 7305				
MERGED ACCOUNTABILITY AND FUND REPORTING (MAFR) SYSTEMS RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
211	4 MAFR, OTHER SERVICE TRANSACTIONS FOR AIR FORCE	Army, Navy, State Department, cycle and month-end data, including but not limited to vouchers, EDP listings, 7110, 7111, 7113, 8702 reports, SF 1221/TFS 224 schedules of transactions, other comparable data, correspondence and related by-products		Cut off at end of fiscal year Destroy 2 years after the FY in which created AUTH (N1-507-97-1) (7305/R4)
212	5 CROSS DISBURSING ACTIVITY	Request for fiscal information, transportation request, bill of lading, and meal ticket, advice of rejection, reject listings, open allotment listings and related documentation including correspondence		Cut off at end of fiscal year. Destroy 2 years after the FY in which created AUTH (N1-507-97-1) (7305/R5)
213	6 INTERFUND BILLING TRANSACTIONS	EDP listing of AUTODIN, 7113, DD 1400, and seller and buyer summary billings; various internal EDP listings and reports such as unmatched sellers/buyers, delinquent listings, suspense listing, delinquent case folders including buyer/seller correspondence and related records	Designated DFAS Sites	Cut off at end of fiscal year in which created or reconciliation of charges is completed, whichever is later. Destroy 4 years after cutoff AUTH (N1-507-97-1) (7305/R6)
214	7 EDP MASTER CONTROL LISTING	Command summary, OAC feedback, worldwide- nonworldwide, consolidated appropriation control, Treasury cash report listings, and other comparable data.		Cut off at end of fiscal year. Destroy 10* years after FY in which created or after reconciliation of charges is completed, whichever is later AUTH (N1-507-97-1) (7305/R7) (*Increase in retention over previous guidance)
215	8 ADJUSTMENT VOUCHERS	SF 1080, Voucher for Transfers Between Appropriation and/or Funds, and SF 1081, Voucher and Schedule of Withdrawals and Credits, and related documents.		Cut off at end of fiscal year in which created Destroy 10* years after cutoff AUTH (N1-507-97-1) (7305/R8) (*Increase in retention, exception to GRS 6, Item 1a)
216	9 UNLIQUIDATED OR DISCREPANT PAYMENTS AND COLLECTIONS	Copies of disbursements and collections made in support of DFAS contracts processed through MAFR system		Cut off end of fiscal year in which created. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7305/R9)

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

This schedule governs disposition of records pertaining to internal control functions, loss of funds, and erroneous payments (maintained at DFAS Sites or Accountable Stations). (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 5)

SCHEDULE 7310				
INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
217	1 TREASURY CHECKS AND SAVINGS BONDS CONTROL	Transfer of checks report and related internal control records	Accountable Stations	Cut off at end of fiscal year Destroy 6 years after cutoff AUTH (N1-507-97-1) (7310/R1)
218		Records on returned and undelivered checks and bonds	DFAS Sites and Accountable Stations	Cut off upon recording disposition of the checks and bonds Destroy 1 year after cutoff AUTH (N1-507-97-1) (7310/R1 01)
219	2. APPLICATIONS TO KEEP CASH ON HAND	Forms or other documentation used to approve keeping cash on hand	DFAS Sites or Accountable Stations	Cut off at end of fiscal year Destroy 6 years after close of FY to which it pertains. AUTH (N1-507-97-1) (7310/R2)
220	3. CASH ACCOUNTABILITY CONTROL	Analyses of daily cash accountability, receipt for transfer of cash and vouchers, transfer of currency, daily summary of cash collections, cashier's daily summary, and related data		Cut off at end of fiscal year in which all outstanding discrepancies have been cleared Destroy 1 year after cutoff AUTH (N1-507-97-1) (7310/R3)
221		3.01 Reports of overages and losses of public funds, and cash verification reports		Cut off at end of fiscal year in which all outstanding discrepancies have been cleared. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7310/R3 01)
222	4. APPOINTMENT ORDERS	Administrative orders appointing individuals as the Accountable Official, Disbursing Officers, Agents, and Cashiers written designations of individuals within the office to execute certificates on vouchers and other records, signature cards pertaining to certifying officers, and related data	DFAS Sites or Accountable Stations	Cut off at end of fiscal year in which order is revoked or cancelled or when action has been taken to correct discrepancies. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7310/R4)

SCHEDULE 7310		INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
223	5 CONTROL FILES	Records containing Accountable Station codes, name and address of Accountable Stations and serial numbers of all checks for which they are accountable, name of installation, and serial number of check-signing equipment		Cut off when superseded or obsolete Destroy on cutoff. AUTH (N1-507-97-1) (7310/R5)
	6 CONTROL LOGS	Forms used to provide reference and control of pay records, negotiable instruments, and similar data		Cut off when superseded or obsolete Destroy 2 years after cutoff. AUTH (GRS 23, Item 8) (7310/R6)
224	7 RETURNED CHECKS AND BONDS	Original form of returned check or bond records, or comparable forms used for verification, information, accounting citation, and searching for disposition on returned checks or bonds		Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (N1-507-97-1) (7310/R7)
225	8 CHECK PHOTOSTATS	Photostats of checks returned from the Treasury and forwarded to Centers for use in processing claims and in reconciling overdrafts and underdrafts		Cut off at end of fiscal year in which claim is settled Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7310/R8)
226	9 DEBIT VOUCHERS FOR CHECKING ACCOUNT DISCREPANCIES	Forms used to provide a complete summation of discrepancies and overdraft or underdraft adjustments necessary to balance checking account	DFAS Sites or Accountable Stations	Cut off at end of fiscal year. Destroy 5* years after cutoff AUTH (N1-507-97-1) (7310/R9) (*Increase in retention over previous guidance)
227	10 TRANSMITTAL FORM	Forms, such as voucher transmittal sheets or comparable forms, reflecting the first and last number of each sequence in the voucher, the Accountable Station codes, voucher numbers		Cut off and destroy when DAO accounts are destroyed AUTH (N1-507-97-1) (7310/R10)
228	11 MAJOR PHYSICAL LOSSES OF APPROPRIATED FUND	Documentation establishing physical loss, convening authority appointment of investigating officer on board, reports of investigation and associated papers containing factual loss information, convening authority recommendations, appeals, correspondence and recommendations, grant or denial of relief, relief check information		
			DFAS Sites	Cut off on date of last action. Destroy 6 years after cutoff AUTH (N1-507-97-1) (7310/R11)

SCHEDULE 7310				
INTERNAL CONTROL RECORDS, PHYSICAL LOSS OF FUNDS, AND ERRONEOUS PAYMENT CASE FILES				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
229	11 01		Accountable Stations	Cut off on date of last action. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7310/R11 01)
230	12	MINOR PHYSICAL LOSSES OF APPROPRIATED FUNDS	Certification, investigatory reports, associated correspondence and recommendations, grant or denial of relief, relief check information.	
231	12 01		DFAS Sites	Cut off on date of last action. Destroy 5 years after cutoff. AUTH (N1-507-97-1) (7310/R12)
			Accountable Stations	Cut off on date of last action Destroy 1 year after cutoff AUTH (N1-507-97-1) (7310/R12 01)
232	13.	ILLEGAL, IMPROPER OR INCORRECT (ERRONEOUS) PAYMENT OF APPROPRIATED FUNDS.	Documentation establishing erroneous payment, appointments of investigating officers, reports of investigations, appeals, requests for relief, correspondence and recommendations, grant or denial of relief	
233	13 01		DFAS Sites	Cut off on date of last action Destroy 5 years after cutoff AUTH (N1-507-97-1) (7310/R13)
			Accountable Stations	Cut off on date of last action. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7310/R13 01)

SCHEDULE 7315
US SAVINGS BOND RECORDS

This schedule governs disposition of records pertaining to US Savings Bonds. (Reference: Financial Management Regulation, DoD 7000 14-R, Volume 5)

SCHEDULE 7315				
US SAVINGS BOND RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
234	1 TRANSMITTALS OR RECEIPTS	Forms used to receipt/transmit inscribed or uninscribed Series EE bonds received/forwarded by Sites	DFAS Sites or Accountable Stations	Cut off at end of payroll year. Destroy on-site 2 years after cutoff AUTH (N1-507-97-1) (7315/R1)
235	2 CLAIMS AND INQUIRIES	Correspondence concerning nonreceipt of US savings bonds, used to trace disposition of bond		Cut off on completion of tracer action. Destroy after claimant has received bond or bond has otherwise been accounted for AUTH (N1-507-97-1) (7315/R2)
236	3. APPLICATIONS AND CONTROL RECORDS	Accountability records, used to control, verify and balance accountability and to answer inquiries		Cut off at end of payroll year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7315/R3)
237	4. CONTROL RECORDS FOR BONDS	Lists of inscribed bonds held in or released from safekeeping at Centers; used to maintain accountability and include date and reason released		Cut off at end of payroll year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7315/R4)
238	4 01	Quarterly history		Cut off at end of payroll year Destroy 56 years after cutoff AUTH (N1-507-97-1) (7315/R4 01)
239	5. SAVINGS BOND REPORTS	Reports of bond sales	Cut off at end of payroll year. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7315/R5)	

SCHEDULE 7320
DISBURSING AND COLLECTION RECORDS

This schedule governs disposal of records accumulated in Disbursing and Collection in Site designated offices. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 5)

SCHEDULE 7320				
DISBURSING AND COLLECTION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
240	1. DAILY CASH ACCOUNTABILITY	Forms such as daily statements of accountability, daily summary of receipts, reimbursements and net disbursements, daily voucher control, cash collection record, daily voucher transmittal forms, and related data, used by the Disbursing Division to provide summary information to the accounting operations division or to reflect daily transactions with other areas.	Site designated offices	Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected Destroy 1 year, 1 month after cutoff AUTH (N1-507-97-1) (7320/R1)
241	2. MONTHLY CASH ACCOUNTABILITY	Forms such as statements of accountability, statement of designated depository account, foreign currency reports with supporting records, schedules, and related data		Cut off at end of fiscal year in which discrepancies identified by servicing Sites have been corrected Destroy 2 years after cutoff. AUTH (N1-507-97-1) (7320/R2)
	3. SUBSIDIARY ACCOUNTABILITY	Subsidiary accountability forms and related records used to record check issue overdrafts and underdrafts, funds in the hands of agents, overages and losses of funds		Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7320/R3)
	4. AGENT ACCOUNTABILITY	Statements of agent officer's account forms; transmittal for paid vouchers and related papers used as a control on funds entrusted and returned by accounting and disbursing agents		Cut off at end of fiscal year in which agent transactions are reflected in the accounts of the principle accountable station. Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7320/R4)
	5. IMPREST FUND ACCOUNTABILITY	Reimbursement vouchers and other related records held by or for cash imprest fund cashiers	Site designated offices	Cut off at end of fiscal year in which reimbursement is completed Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7320/R5)

SCHEDULE 7320		DISBURSING AND COLLECTION RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	6. CASHIERING	Receipt for transfer cash and voucher forms, daily summary of cash collections, cashier accountability documents, comparable forms, and related papers, used to provide adequate controls over money, vouchers, and other documents received which require collection and/or disbursement action		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7320/R6)
	7 DEPOSITS	Certificates of deposit forms (and similar forms used for limited depositories), schedule of cancelled checks (except those covered in Rule 2), lists of checks and negotiable instruments, or copies of checks and instruments deposited, by others chargeback/credit back listings		Cut off at end of fiscal year in which deposits have been verified or upon resolution of any outstanding adjustments. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R7)
242	8. SCHEDULE OF DEPOSITS	Schedule shows all deposit activity of a specific day's business.		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7320/R8)
	9 CHECK CONTROL	Daily forms and related information used in the receipt of Treasury check stock and for control of blank checks allotted for preparation and issuance		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7320/R9)
	9.01	Month-end check issue summary and associated detail check issue data which includes outstanding check depository files		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/9 01)
243	10 SEQUENCE CHECK LISTING	Breaks in check numbers for checks processed	DFAS Site designated offices	Cut off at end of day Destroy 6 years, 3 months after cutoff. AUTH (N1-507-97-1) (7320/R10)
244	11 CHECK ISSUE LISTING	Every computer-produced military payroll check issued by the Accountable Station.		Cut off at end of day. Destroy 6 years, 3 months after cutoff. AUTH (N1-507-97-1) (7320/R11)
245	12. COMBINED CHECK ISSUE REGISTER	A list of checks and dollar amount per day, by check number		Cut off on verification that level 8 data was received and accepted by DFAS-AD/DE Destroy on cutoff. AUTH (N1-507-97-1) (7320/R12)
246	13 SUBJECT MATTER AREA (SMA) PAYMENT DATA	List for each SMA of checks issued or Electronic Funds Transfer trace numbers for that SMA		Cut off at end of day Destroy 6 years, 3 months after cutoff. AUTH (N1-507-97-1) (7320/R13)
	14 REPLACEMENT CHECK	Application, unavailable check cancellations, advice of status, check copies, and related documents	DFAS Site office	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH. (GRS 6, Item 1a) (7320/R14)

SCHEDULE 7320					
DISBURSING AND COLLECTION RECORDS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY	
247	15	TREASURY CHECK ISSUE LIST	Check issue data, payroll check adjustments, and Treasury check adjustment report	DFAS Site designated offices	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7320/R15)
248	16	FOREIGN CURRENCY CONTROL	Limited depository account form reports, foreign currency receipts control forms, disbursement control forms, and exchange ledger.		Cut off at end of fiscal year in which created Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7320/R16)
249	17.	INTERNATIONAL BALANCE OF PAYMENTS	Summary payroll list		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7320/R17)
250	18.	DAILY MESSAGE REPORT	Messages pertaining to daily reporting of checks drawn on Treasury of United States, report of large individual payments, report of large individual collections, and related information		Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7320/R18)
	19.	POSTING MEDIA	Records (other than source records) such as posting data transfers, and similar forms, used to provide input data to accounting.	DFAS Site designated offices	Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (GRS 7, Item 4a) (7320/R19)
251	20	J RECORD LISTING	List of every J record passed to BQ		Cut off at end of month Destroy 1 month after cutoff. AUTH (N1-507-97-1) (7320/R20)
	21.	LETTER OF TRANSMITTAL	Submitted with original vouchers		Cut off monthly Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R21)
	22.	CONTINGENCY EXPENDITURES	Forms such as copies of vouchers or subvouchers for confidential expenditures memo, sub-vouchers for reimbursements of confidential funds, and supporting funds		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R22)
	22.01		Intelligence contingency funds expenditure records		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a). (7320/R22 01)
252	23.	CURRENCY CONVERSION AND CONTROL	Purchases, receipts for miscellaneous collections, rosters of personnel authorized and unauthorized to convert, summary change listings, and similar information when exchanging dollar instruments, foreign currencies, or military payment certificates.		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7320/R23)
253	24.	FOREIGN CURRENCY GAIN OR LOSS REPORT	Detailed list of all gains and losses generated during re-evaluation of currency		Cut off daily. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7320/R24)

SCHEDULE 7320				
DISBURSING AND COLLECTION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	25 UNVOUCHERED CHECK ISSUE OR UNVOUCHERED CASH COLLECTION	Disbursing and collection journal records.	DFAS Site designated offices	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R25)
254	26 IMPREST FUND DISCREPANCIES	Information which reflects imprest fund shortages to include supporting and related information		Cut off at end of fiscal year in which case is closed Destroy 2 years after cutoff AUTH (N1-507-97-1) (7320/R26)
255	27 IMPREST FUND ACCOUNTS	Information which reflects receipt and accounting for imprest funds to include copies of reimbursement vouchers and receipts for funds entrusted to agent officers including acknowledgment of return of funds and statement of balance		Cut off at end of fiscal year Destroy 2 years after cutoff. AUTH (N1-507-97-1) (7320/R27)
256	28 INTEGRATED PAYING AND COLLECTING (IPC) AUDIT FILE REPORT	Reflects all activity in the IPC system during a specific day's business		Cut off daily Destroy 1 year after cutoff AUTH (N1-507-97-1) (7320/R28)
257	29 VOUCHER CONTROL LOG	Daily list of voucher numbers used, voided, not used, and missing for each Service Member's Account (SMA)		Cut off daily Destroy 3 months after cutoff AUTH (N1-507-97-1) (7320/R29)
	30 PAYMENT LISTING	List of all checks issued where amount does not exceed maximum treasury file reporting amount and those checks paid in foreign currency		Cut off daily Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R30)
	31 PAYMENT LISTING FOR OVER-MAXIMUM TREASURY FILE AMOUNT	List of all treasury checks issued that cannot be reported to Treasury on file		Cut off daily. Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7320/R31)
	32 SCHEDULES OF VOIDED CHECKS AND SPOILED CHECKS	Check number stored on the Data Management Center/Data Processing Center (DMC/DPC) that are considered void or spoiled for Treasury reporting	DFAS Site designated offices	Cut off daily Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7320/R32)
	33 EFT PAYMENT LISTING	List of all EFT payments		Cut off daily Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7320/R33)

SCHEDULE 7330
ADJUDICATION RECORDS

This schedule governs disposition of records pertaining to claims and collections for military and civilian personnel; e.g., casualties, missing-in-action, killed-in-action, prisoner-of-war, dependencies. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7330				
ADJUDICATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	1 ADJUDICATED PAY AND ALLOWANCE CLAIMS AND ALLOWED CLAIMS (MILITARY AND CIVILIAN)	Records reflecting development and adjudication of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods	DFAS Sites	Cut off on final action. Destroy 6 years, 3 months after cutoff AUTH (GRS, 6, Item 10a) (7330/R1)
258	2 DENIED PAY AND ALLOWANCE CLAIMS (MILITARY AND CIVILIAN)	Records reflecting development and denial of claims for pay and allowances, travel and transportation allowances, reimbursements for transportation of dependents, and shipment of household goods		Cut off on final action. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7330/R2)
	3. CORRECTED MILITARY PAY AND ALLOWANCES	Records used to adjudicate and make final determination of adjustment consistent with 10 U.S.C 1532, Correction of Military Records		Cut off on final action Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 10a) (7330/R3)
259	4 DEPENDENCY FOLDERS	Applications for basic allowance for quarters for members with dependents, applications for uniformed service identification and privilege card, correspondence and other material used to determine dependency upon or relationship to members and used to make determinations of dependency/ eligibility entitlement to BAQ, dependent travel allowance, medical care for parents and parents-in-law, incapacitated children, students between the ages of 21 and 23, and all cases where relationship or dependency is questionable	DFAS sites	Cut off on separation or subsequent action Destroy 6 years after cutoff AUTH (N1-507-97-1) (7330/R4)

SCHEDULE 7330				
ADJUDICATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
260	5	CASUALTY RECORDS	Correspondence and other data required to determine appropriate beneficiary to facilitate expeditious payments, and replies to inquiries; used also for authorizing field payments or 6 month's death gratuity, and settlement of unpaid pay and allowances, and to adjust and prepare statements of unpaid accounts	Cut off on final action. Destroy 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7330/R5)
261	6.	MISSING-IN-ACTION INFORMATION	Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained until member's status changes	Upon determination of member's status, apply Rule 5 or 7, as appropriate. AUTH (N1-507-97-1) (7330/R6)
262	7	PRISONERS-OF-WAR (POW)	Payments and adjustment records, copies of correction of records, correspondence with dependents, divorce decrees, marriage certificates, beneficiary records, and all supporting records for disbursements maintained while in a POW status	DFAS sites Cut off on removal from POW status. Destroy 56 years after cutoff AUTH (N1-507-97-1) (7330/R7)
263	8	MIA, KIA, POW USSDP ACCOUNTS	Quarterly cumulative records of missing-in-action (MIA), killed-in-action (KIA), and prisoner-of-war (POW) uniformed services savings deposit program (USSDP) deposits/ withdrawals, individual settlement files and settlement listings used to determine status and history of member's USSDP accounts	Cut off on closure of account. Destroy 56 years after cutoff. AUTH (N1-507-97-1) (7330/R8)
	9	REMISSION/WAIVER OF INDEBTEDNESS	Applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination	Cut off on final action Destroy 6 years, 3 months after final action AUTH (GRS 6, Item 11a) (7330/R9)

SCHEDULE 7330				
ADJUDICATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
901		Copies of applications from military members and civilian employees for remission or waiver of indebtedness to government, including all supporting records and final determination	Accountable Stations	Cut off on final action Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7330/R9 01)
264	10. FRAUD OR FORGERY RECORDS	Reports of investigations and correspondence created to establish amount of indebtedness, and to effect collection		
			DFAS Sites	Cut off on final action Destroy 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7330/R10)
265	1001		Accountable stations	Cut off on final action Destroy 1 year after cutoff AUTH (N1-507-97-1) (7330/R10 01)
	11. COMMERCIAL ACCOUNT CLAIMS	Information related to commercial invoices and accounts against the US submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information	DFAS Sites	Cut off on final action. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 10a or Item 10b(1)) (7330/R11)
	12. COLLECTION CASE FILES	Records initiating collection action and supporting indebtedness, including rebuttal letters from member, correspondence concerning indebtedness, and copies of applications for waivers for military members on active duty or out-of-service members whose indebtedness was incurred while on active duty		Cut off on final action Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 10b(1) or 10b(3)) (7330/R12)

SCHEDULE 7330				
ADJUDICATION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
266	13 GARNISHMENT ACTIONS	Case files containing legal opinions, supporting documents, legal process, pay over orders, copies of pay vouchers, and inquiries and general correspondence concerning garnishment of wages from military members and DoD civilian personnel for alimony and child support, bankruptcy and commercial indebtedness actions, also, applications under the Uniformed Services Former Spouse Protection Act for active duty and retired military members		
			DFAS Sites	Cut off on closure of case Destroy 6 years, 3 months after cutoff. AUTH (N1-507-97-1) (7330/R13)
267	13 01		Accountable Stations	Cut off on closure of case. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7330/R13 01)
	14	ADMINISTRATIVE CLAIMS	Accountable Stations	Cut off at end of FY in which the government's right to collect first accrued. Destroy 10 years, 3 months after cutoff AUTH (GRS 6, Item 10b(2)(a)) (7330/R14)

SCHEDULE 7333
TRAVEL RECORDS

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

SCHEDULE 7333		TRAVEL RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
268	1	FOLLOW-UP MANAGEMENT PRODUCTS	DFAS Sites	Cut off at end of day. Destroy 1 month after cutoff AUTH (N1-507-97-1) (7333/R1)
269	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)
270	2.	VALIDATION MANAGEMENT LISTINGS		For-Others Audit List and Edrt/Validation List.
271	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)
272	3.	OPTIONAL MANAGEMENT LISTINGS		Listings used for technical evaluation, research, and/or as a reference
273	4.	QUARTERLY MANAGEMENT LISTINGS	Accountable Stations	Cut off at end of quarter Destroy 6 months after cutoff. AUTH (N1-507-97-1) (7333/R4)
274	5	DISKETTE INTERFACE FILES		Interface files used to transfer pertinent information and/or accounting data from one system to another
	6.	RECORD OF TRAVEL PAYMENTS - THE AUTOMATED TRAVEL RECORD ACCOUNTING SYSTEM (ATRAS)	Designated DFAS Sites	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)
275	7	OBLIGATION DOCUMENTS	Designated DFAS Sites	Document used to support a confirmed reservation of funds, which establishes legal liability for payment by the government
				Cut off upon payment or deobligation of reserved funds Destroy 1 year after cutoff AUTH (N1-507-97-1) (7333/R7)

SCHEDULE 7333		TRAVEL RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	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)
276	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)
277	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)
278	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	Cut off at end of year. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7333/R13)
279	13.01		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 (N1-507-06-2) (7333/R13 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

SCHEDULE 7335
CIVILIAN PAY RECORDS

This schedule governs disposition of civilian employee pay records. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7335		CIVILIAN PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1	INDIVIDUAL PAY RECORDS	Individual pay records, forms, reports or mechanized listings in lieu thereof, containing information concerning all earnings, deductions and adjustments made to each associate's pay during a payroll year		
		Individual Pay Record (IPR)	Payroll Offices	Cut off at end of payroll year or upon separation of employee. Send to NPRC after 3 payroll years, whether audited or unaudited, where they are destroyed 56 years after cutoff. (NOTES 1, 2, 3 and 4) AUTH (GRS 2, Item 1b) (7335/R1)
1.01		Civilian Payroll System Databases		Cut off at end of payroll year. Destroy 6 years after cutoff. AUTH (N1-507-9-1) (7335/R1 01)
280	INDIVIDUAL LEAVE AND LEAVE TRANSFER PROGRAM RECORDS	Forms, official records used in lieu of forms, for recording official annual accumulation and use of associate's leave to include records of leave data transferred	Payroll Offices	Cut off at end of payroll year. Destroy 6 years after cutoff (Exception. Retain individual records pertaining to claims received pending settlement (NOTES 2 and 3) AUTH (N1-507-97-1) (7335/R2)
			Timekeeper's area	Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH (GRS 2, Item 9b) (7335/R2 01)
3	INDIVIDUAL TIME AND ATTENDANCE SOURCE RECORDS	Source records supporting the official pay and leave records, including sign in/out sheets, authorizations for premium pay, overtime or compensatory time, documentation for jury duty, and leave applications for military duty and home leave	Time and Attendance Approving Official's Area	Cut off at end of payroll year. Destroy after audit or when 6 years old, whichever is sooner. (NOTES 2, 4, 5, and 6) AUTH (GRS 2, Items 7 and 8) (7335/R3)

SCHEDULE 7335

CIVILIAN PAY RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
4	APPLICATIONS FOR LEAVE	Leave applications for other than military duty and home leave used by supervisor to approve/disapprove or verify leave information		
4 01		If employee has personally submitted time and attendance or has attested to the leave charged on the official time and attendance report in instances where the time and attendance was originally submitted by a surrogate.		Cut off at the end of the pay period. Destroy at end of the following pay period (NOTES 3 and 5) AUTH (GRS 2, Item 6a) (7335/R4 01)
4 02		If employee did not personally submit the time and attendance and has not attested to leave charged on the official time and attendance report.		Cut off at end of pay period Destroy after audited or when 3 years old, whichever is sooner (NOTES 3 and 5) AUTH (GRS 2, Item 6b) (7335/R4 02)
5	INDIVIDUAL RETIREMENT RECORDS	Forms or comparable approved records used to record amounts deducted from employee's wages for retirement under Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)	Payroll offices	Cut off upon separation or transfer. Forward all hard copy individual Retirement records to Office of Personnel Management (OPM) AUTH (GRS 2, Item 28) (7335/R5)
5 01	INDIVIDUAL RETIREMENT RECORDS	Forms or comparable approved records used to record amounts deducted from employee's wages for retirement under Civil Service Retirement System (CSRS) and Federal Employee's Retirement System (FERS)	Decentralized payroll office	Cut off upon separation or transfer. CSRS records for separations (to include retirement or death) and transfers to other agencies/payroll offices, forward to Office of Personnel Management (OPM), for transfers between agency payroll offices, forward to new payroll office. FERS records: forward all FERS records to OPM, FERS retirement records are not transferred between payroll offices. For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary. AUTH (GRS 2, Item 28) (7335/R5 01)

SCHEDULE 7335				
CIVILIAN PAY RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
281	5 02	Copies of individual retirement documents (SF 2806/SF 3100)	Payroll Offices	Cut off upon separation or transfer Destroy 12 months after cutoff. AUTH (N1-507-97-1) (7335/R5 02)
	5.03	Microfilmed copies of individual retirement documents (SF 2806/SF 3100) and copies of registers of separations and transfers (SF 2807/SF 3103) used to recreate lost records, balance reports and answer inquiries		Cut off upon separation or transfer Destroy 3 years after cutoff AUTH (N1-507-97-1) (7335/R5 03)
282	5 04	Forms or comparable approved records used to control documents maintained in connection with the retirement records, such as register of separations and transfers, adjustments, and comparable actions	Payroll Offices	Cut off at end of payroll year Destroy 3 years after cutoff (NOTES 2 AND 7) AUTH (N1-507-97-1) (7335/R5 04)
283	5.05	SF 2812, Report of Withholdings and Contributions for Retirement, Health Benefits and Life Insurance, IRCN 1061 Quarterly Retirement Recapitulation Reports, Annual Summaries of Retirement Fund Transactions or Statements of Accountability, and/or other comparable approved records used in connection with CSRS/FERS reconciliations of differences with corresponding agency accounting deposit/clearing account records	Departmental Reporter	Cut off at end of calendar year Destroy 2 years after a complete Reconciliation closeout with OPM has been accomplished, and all SF 2812/Agency Accounting System Out-of-balances Differences are corrected/cleared AUTH (N1-507-97-1) (7335/R5 05)
284	6	WAGE AND SEPARATION INFORMATION FILES Forms or comparable records, notices of determination, notices of refusal to work offer, and other related records, used in connection with unemployment compensation claims	Payroll offices	Cut off at end of payroll year Destroy 2 years after cutoff. (NOTE 2) AUTH (N1-507-97-1) (7335/R6)
285	7.	FEDERAL EMPLOYEES HEALTH BENEFITS Biweekly reports or records which include: Summary Page of Gross-to-Net Register, Health Benefit Lists by Carrier, SFs 2812 and 2812A Reports (Enrollees by Carrier), Payroll Office Employee Lists, Adjustments Made to Health Benefit Reports, Work Sheets of Adjustments Made, SF 2811 Reports, Discrepancy Letters from Carriers, and Semi-annual Headcount Reports	Payroll offices	Cut off at end of payroll year in which last entry was made. Destroy 6 years after cutoff. (NOTE 2) AUTH (N1-507-97-1) (7335/R7)

SCHEDULE 7335		CIVILIAN PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
286	7.01	Forms or comparable records used for registrations, changes of enrollment status, and related actions	Payroll offices	Cut off on transfer, separation, retirement, or death For transferred or separated employees, destroy 60 days after transfer or separation or when updated forms have been received from the Civilian Personnel Office For retired or deceased employees, destroy 6 months after date of separation or death AUTH (N1-507-97-1) (7335/R7 01)
287	8	INDIVIDUAL EARNING DATA All other Treasury Department forms or comparable forms and magnetic media used to record and report wages and taxes withheld from employees' earnings, tax reconciliations, and related actions	Payroll offices	Cut off at end of payroll year. Destroy 6 years after cutoff. (NOTE 7) AUTH (N1-507-97-1) (7335/R8)
288	9	INCOME TAX WITHHOLDINGS W-4 and/or state, county, or city equivalent withholding certificates used to determine rate of withholdings		Cut off when superseded or on separation of employee Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7335/R9)
289	9.01	Payroll copy of W-2, Wage and Tax Statement		Cut off at end of tax year. Destroy June 30 following end of tax year AUTH (N1-507-97-1) (7335/R9 01)
	10.	AUTHORIZED DEDUCTIONS Forms or comparable records used as authority for withholding or deducting from employee's wages for such purposes as savings bond authorization, charity donations, union dues, savings, Thrift-Savings Plan election form, and electronic funds transfer sign-up form		Destroy when new authorization has been received and master pay record (MPR) or master employee record (MER) updated. On transfers, forward to gaining payroll office when applicable, on separations, destroy 30 days after separation AUTH (GRS 2, Items 14a, 16, and 17) (7335/R10)
290	11	ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES Forms or comparable records used to authorize payment of allowances and differentials.		Cut off at end of payroll year when authorization is terminated Destroy 3 years after cutoff (NOTE 2) AUTH (N1-507-97-1) (7335/R11)

SCHEDULE 7335

CIVILIAN PAY RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	12 PAYROLL CONTROL REGISTERS	Payroll control registers, basic records, including change slips and other related records used to authorize or change payments to employees, bond issuance schedules, quarterly summary of year- to-date Pay Record Accessibility (PRA) Audit, used for payroll control purposes, payroll certifications and summary controls, related reports, recapitulation of payroll data, and other related actions.		Cut off at end of payroll year. Destroy after GAO audit or when 3 years old, whichever is sooner (NOTES 2 and 6) AUTH (GRS 2, Item 23a) (7335/R12)
291	13. POSTING MEDIA	Records (other than source records) such as journal vouchers, posting data transfers, and other related specialized posting media for machine operations used to provide input data to accounting operations	Payroll offices	Cut off after 90 days or 90 days after any discrepancy is cleared Destroy on cutoff (NOTE 2) AUTH (N1-507-97-1) (7335/R13)
292	14. REPORTS	Forms or comparable records used for reporting withheld taxes, retirement deductions, insurance deductions, and reports related to the pay operation		Cut off at end of payroll year. Destroy 4 years after cutoff (NOTES 2 AND 7) AUTH (N1-507-97-1) (7335/R14)
	15. CLAIMS, WAIVERS, OR INDEBTEDNESS	Records relating to claims, waivers, tax levies, garnishments, bankruptcies, statement of charges (including those resulting from reports of survey), and other related cases, used for collecting, deducting, or repaying actions on employees' documents		Cut off at end of payroll year in which claim is settled Destroy 3 years after cutoff. (NOTE 2) AUTH (GRS 2, Item 18) (7335/R15)
293	16. GAO OR OTHER AUDITORS EXCEPTIONS	Records relating to any exceptions taken by GAO or other auditors		Cut off when exceptions are cleared. Destroy upon cutoff (NOTE 2) AUTH (N1-507-97-1) (7335/R16)
	17. CONTROL LOGS	Records used for recording disbursement and collection vouchers		Cut off at end of fiscal year Destroy 1 year after cutoff (NOTE 2) AUTH (GRS 6, Item 1b) (7335/R17)
294	18. YEAR-TO-DATE LISTING	Biweekly listings of cumulative pay, deductions and leave data, used for responding to inquiries, reissuing W-2 forms, researching computer output messages, etc		Cut off biweekly Destroy 90 days after cutoff (NOTE 2) AUTH (N1-507-97-1) (7335/R18)

SCHEDULE 7335

CIVILIAN PAY RECORDS

295

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
18 01		Last biweekly listing of each quarter for cumulative pay, deductions and leave data		Cut off at end of quarter Destroy 3 payroll years after cutoff. (NOTE 2) AUTH (N1-507-97-1) (7335/R18 01)
19.	LISTINGS NOT COVERED BY RULES 1 THROUGH 18	Products including but not limited to permanent change reject list, permanent change control totals, permanent change cards, time and attendance (T&A) card distribution list, T&A/temporary change card reject list, pay computation information list, FLSA worksheet, cycle transfer register, report of 6 months AWOP, biweekly civilian manpower and funding report, supervisor's leave information list, TD Form W-2 error summary, used for edit of input data for posting or updating records listed in Rules 1 through 18		Cut off at end of fiscal year Destroy after GAO audit or 3 years after cutoff, whichever is sooner. AUTH (GRS 2, Item 22c) (7335/R19)
19 01		Products including but not limited to T&A register and temporary change list, management notice list, IBP weekly list, civilian accounting and expense list, retirement information report/list, leave list, variable balance list, employee directory, International Balance of Payments quarterly report, US savings bond report, health benefit reset list, master record wage table, general schedule pay raise list, wage employee pay raise list, retroactive pay raise narrative, employee pay adjustment for retroactive pay raise used to consolidate, verify, and reconcile monthly, quarterly, or annual summaries	Payroll offices	Cut off when actions are completed. Destroy 2 years after cutoff. AUTH (GRS 2, Item 22a) (7335/R19 01)
19 02		Products including but not limited to master pay record print, bond master print, used to ensure permanent change actions are properly processed		Cut off when actions are completed. Destroy 2 years after cutoff AUTH (GRS2, Item 22a) (7335/R19 02)

SCHEDULE 7335				
CIVILIAN PAY RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
296	20 BIWEEKLY THRIFT SAVINGS PLAN (TSP)	Initial, recycle, and interim runs of active and inactive list and related error lists	Payroll offices	Cut off on successful tape processing. Destroy when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later AUTH (N1-507-97-1) (7335/R20)
297	20 01	Final run of active and inactive list voucher/summary list		Cut off at end of payroll year Destroy 3 years after cutoff AUTH (N1-507-97-1) (7335/R20 01)
298	20 02	TSP-2, Certification of Transfer of Funds/Journal Voucher, Form TSP-5, Employee Data/Payment/Adjustment Records, and/or other comparable approved records used in connection with reconciliation of TSP differences with corresponding agency accounting deposit and clearing account records		Cut off at end of calendar year. Destroy 2 years after a complete reconciliation with the NFC has been accomplished, and all NFC/agency Accounting System out-of-balance differences are corrected/cleared, or when no longer needed (whichever is later) AUTH (N1-507-97-1) (7335/R20 02)
	21	COLLECTION AND DISBURSEMENT VOUCHERS		Cut off at end of month Destroy 1 year after cutoff. (NOTE 3) AUTH (GRS 6, Item 1b)(7335/R21)
299	22	Copies of forms authorizing deductions and entitlements used on an optional basis		Cut off upon transfer or separation of employee Pull the individual's folder, disassemble it, put the various forms and records in a central file, then dispose of them per appropriate rules of this schedule AUTH (N1-507-97-1) (7335/R22)
300	23.	Record by employee of all entitlements and deductions		Cut off on receipt of individual pay records Destroy upon cutoff AUTH (N1-507-97-1) (7335/R23)

NOTES

- 1 Shipping records to NPRC Include copies of pay or leave records which were forwarded to GAO for use of settlement of claims If, during the payroll year, a change is made from machine to manual posting or vice versa, interfile the forms used without regard to the differences in size Make yearly total of net payments; total must equal the net pay total for year shown on the payroll control register Pack records for shipment as stated in shipping procedures. List the name and location of all Accountable Stations, other than the parent organization, for which civilian payroll services were performed during the period covered by records being shipped. (For Decentralized Payroll Offices)
- 2 At the time of inactivation or consolidation of payroll offices, records that have not reached the age specified for disposal will be forwarded to the gaining payroll office, which will dispose of the records per this schedule Comply with the requirements of DoD 7000.14-R, Vol. 8. (For Decentralized Payroll Offices).
3. Records containing discrepancies identified by responsible DFAS Servicing Sites will be held until corrective action has been taken, then apply disposition as indicated
- 4 Fire protection and law enforcement personnel records are not authorized for disposal They should be held indefinitely, pending completion of litigation
5. Supervisors may retain leave applications in office area until they are eligible for destruction.
6. Variable and flextime records are held at supervisor's area until eligible for destruction
- 7 For foreign nationals Comply with local tax regulations

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

7340. This schedule governs disposition of records pertaining to the Active Component Pay System.
 (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7340				
DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	COLLECTION AND DISBURSEMENT VOUCHERS	Copies	Applicable DFAS Sites	Cut off at end of month in which all discrepancies or out-of-balance conditions are created Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7340/R1)
2	DJMS-AC SUBSTANTIATING DOCUMENTS	Substantiating records for DJMS-AC, including the original document transmittal listing with detailed mid-month and end-of-month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records such as reports of leave transactions, military pay orders, cadet pay orders, allotment authorizations, pay adjustment authorizations, pay record accessibility roster, leave certifications, original forms authorizing local payment by Accountable Stations including messages and letters, and TLA entitlements	Accountable Stations	Cut off at end of fiscal year. Retain paper records for one year after cut off, then transfer to a Federal Records Center where they will be destroyed 6 years and 3 months after cutoff If documents are scanned and maintained electronically, retain electronic records for 6 years and 3 months after cutoff (See also NOTE 1) AUTH (GRS 6, Item 1a) (7340/R2)
2 01		Hard copies of scanned substantiating documents retained for verification of the accuracy of the scanning process		Destroy 90 days after scanning. AUTH (GRS 20, Item 2/4a) (7340/R2 01)
3.	CONTROL LOGS	Logs used to provide reference and control for records of disbursement, cross-disbursement, and collection voucher numbers for members	DFAS Sites and Accountable Stations	Cut off at end of month Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7340/R3)
3 01		Incoming and outgoing file transfer transmissions		Cut off at end of month Destroy 6 months after cutoff. AUTH (N1-507-97-1) (7340/R3 01)
3 02		Data collection log print listings of all messages, commands, and systems activity		Cut off at end of month. Destroy 30 days after cutoff. AUTH (N1-507-97-1) (7340/R3 02)

SCHEDULE 7340				
DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
303	4	TRANSMITTAL LETTERS	Forms and form letters used to transmit military pay documents	Cut off at end of pay period. Destroy 60 days after cutoff AUTH (N1-507-97-1) (7340/R4)
	5	DAILY TRANSACTIONS	Detailed records of all transactions received and actions taken, used for inquiry/audit purposes	Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7340/R5)
304	6	DAILY TRANSACTION LISTING AND DAILY TRANSACTION REGISTER (DTR)	Detailed record of all transactions received and actions taken by Servicing Sites	Input Source Cut off at end of day Destroy 6 months after cutoff AUTH (N1-507-10-1) (7340/R6)
305	7	REJECTED TRANSACTION LISTINGS	Rejected transactions	Cut off at end of month in which all discrepancies or out-of-balance conditions are corrected Destroy 90 days after cutoff AUTH (N1-507-97-1) (7340/R7)
	8	MANAGEMENT NOTICES	Data identifying transactions which require manual processing	DFAS Sites and Accountable Stations Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R8)
306	9	MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data	DFAS Sites and Accountable Stations Cut off at end of fiscal year. Destroy 56 years after cutoff AUTH (N1-507-97-1) (7340/R9)
	10	ALLOTMENT DATA	Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, Uniformed Services Savings Deposit Program (USSDP)	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R10)
307	10 01		Operational copies of records in Rule 9	Cut off at end of fiscal year Destroy 3 years after cutoff AUTH (N1-507-97-1) (7340/R10 01)
308	10 02		Transaction histories, blanket and VA voucher listings, debit and credit registers	Cut off at end of month Destroy 3 months after cutoff AUTH (N1-507-97-1) (7340/R10 02)
309	10 03		Reference listings and cumulative 6-month allotment histories.	Cut off at end of fiscal year Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7340/R10 03)

SCHEDULE 7340				
DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
310	11. LEAVE AND EARNINGS STATEMENTS (LES)	Monthly statement of member's leave and earnings		Cut off at end of fiscal year. Destroy 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7340/R11)
311	12 DJMS-AC CENTRAL PAYMENTS	Listings by Accountable Station code of products concerning amounts credited to financial organizations	DFAS Sites	Cut off at end of fiscal year Destroy 3 years after cutoff. AUTH (N1-507-97-1) (7340/R12)
	12 01	Transmittal register and star report used for reference and balancing purposes	DFAS Sites and Accountable Stations	Cut off at end of pay period. Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7340/12 01)
312	13 CENTRAL OR LOCAL PAY AUTHORIZATIONS	Changes to service members' mid-month and end-month net pay amounts, used for updating central payroll processing, balancing payrolls, and controlling local pay authorizations		Cut off at end of payroll year. Destroy 3 years after cutoff. AUTH (N1-507-97-1) (7340/R13)
	14	SUMMARY ACCOUNT DATA	Applicable DFAS Sites and Accountable Stations	Cut off at end of payroll year. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R14)
313	14 01	Summarized information to control the MMPAs used to report to the fund manager on the financial position of the military pay appropriations	DFAS Sites	Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7340/R14 01)
314	14.02	Summarized information to control the MMPAs used to report to the fund manager showing expenditures by entitlements and deductions for the month.		Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (N1-507-97-1) (7340/R14 02)
315	15 VOUCHER BALANCING/ RECONCILIATION	Summaries of DJMS-AC payment/collection transactions, used to reconcile payment/collection posting with MMPAs or with cash accountability reports (MAFR)		Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-97-1) (7340/R15)

SCHEDULE 7340		DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
15-01		Subsidiary records used to reconcile voucher balancing for disbursements and collections, journal vouchers, worksheets, adjustment authorizations and other related data, used to reconcile pay/collection posting with MMPAs or with MAFR	DFAS Sites	Cut off when reconciliation is complete. Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7340/R15 01)
316	16.	EDIT, RECONCILIATION, OR CONTROL DATA	Applicable DFAS Sites and Accountable Stations	Cut off when purpose has been served. Destroy upon cutoff. AUTH (N1-507-97-1) (7340/R16)
317	16.01	Products concerning transmission of data via mag tapes, listings, or other methods of transmission		Cut off at end of month. Destroy 3 months after cutoff AUTH (N1-507-97-1) (7340/R16 01)
318	17	FEDERAL INCOME TAX WITHHOLDING (FITW), FEDERAL INSURANCE CONTRIBUTION ACT (FICA), STATE INCOME TAX WITHHOLDING (SITW)		Cut off on payment of taxes Destroy 4 years after cutoff AUTH (N1-507-97-1) (7340/R17)
319	17 01	Amounts of FICA wages/deductions and FITW/SITW deductions for military members which are copies used to determine benefits and answer inquiries	DFAS Sites	Cut off at end of fiscal year Destroy 56 years after cutoff. AUTH (N1-507-97-1) (7340/R17 01)
320	18.	TD FORM W-2	DFAS Sites	Cut off at end of payroll year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7340/R18)

SCHEDULE 7340		DEFENSE JOINT MILITARY PAY SYSTEM – ACTIVE COMPONENT (DJMS-AC) RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
19	CLOSED SEPARATION/ REENLISTMENT DATA	MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation/reenlistment that reflect payments made		Cut off at end of month. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7340/R19)
321	20. MANAGEMENT CASE FILES	Copies of dependency determinations		Cut off on termination of dependency. Destroy 6 months after cutoff AUTH (N1-507-97-1) (7340/R20)
322	21 REFERENCE MATERIALS	DJMS-AC company code directories, JFTR indexes, DJMS- AC locators, and similar products.		Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (N1-507-97-1) (7340/R21)

NOTE:

1 Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians (GRS 6, NOTE at end of Item 1)

SCHEDULE 7341
TRAINEE MILITARY PAY SYSTEM (TMPS) RECORDS

This schedule governs disposition of records pertaining to basic military trainees (BMT). (Reference: Financial Management Regulation, DoD 7000 14-R)

SCHEDULE 7341				
TRAINEE MILITARY PAY SYSTEM (TMPS) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	SUBSTANTIATING INFORMATION	Original or record transmittal listing with supporting records such as report leave transactions, MPOs, allotment authorizations, pay adjustment authorizations, and related matters	DFAS Site designated offices	Cut off at end of month. (See NOTE 1) Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7341/R1)
323	2. MASTER BMT ACCOUNT	BMT history of trainee's leave/pay transactions and leave and earnings data		Cut off on separation or graduation. Destroy 3 months after cutoff AUTH (N1-507-97-1) (7341/R2)
324	3 MANAGEMENT CASE FILES	Detailed records of unit designation, number of personnel assigned, and associated pay dates.		Cut off on graduation date Destroy 60 days after cutoff AUTH (N1-507-97-1) (7341/R3)
325	3.01	ATM card issued by Paying & Collecting, used to provide payment to BMT		Cut off on graduation payment Destroy upon cutoff AUTH (N1-507-97-1) (7341/R3 01)
326	3 02	VCR tape containing continuous pictures of each ATM transaction		Cut off at end of day Destroy 60 days after cutoff AUTH (N1-507-97-1) (7341/R3 02)
327	3 03	Copies of separation paperwork		Cut off on date of separation Destroy 6 months after cutoff AUTH (N1-507-97-1) (7341/R3 03)
328	3 04	Discretionary files based on local needs which may include unprocessed Article		Cut off on PCS, or when superseded or obsolete AUTH (N1-507-97-1) (7341/R3 04)
329	4 DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update.		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7341/R4)
330	5 REJECTED TRANSACTION LISTINGS	Rejected transactions		Cut off at end of month Destroy 90 days after cutoff (See NOTE 2) AUTH (N1-507-97-1) (7341/R5)

NOTES

- 1 All original substantiating documents are submitted to Servicing Sites and retired as appropriate
2. Records containing discrepancies identified by DFAS Sites will be held until corrective action has been taken, otherwise, destroy when eligible.

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

This schedule governs disposition of Reserve Officer Training Corps (ROTC) Pay Records (maintained at Accountable Stations). (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7342		RESERVE OFFICER TRAINING CORP (ROTC) PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	PAY ORDERS	Copies, substantiating documents and listings.	DFAS Servicing Sites	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7342/R1)
2	PAY REPORTS	Reports pertaining to pay.		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7342/R2)
3	SUMMARY OF EARNINGS LISTINGS	Payroll listings, cumulative transaction listings		Cut off at end of fiscal year Destroy 3 years after cutoff. AUTH (GRS 6, Item 5b) (7342/R3)
4	COLLECTION AND DISBURSEMENT VOUCHERS	Copies of vouchers and supporting records maintained centrally for research and audit purposes		Cut off at end of month Destroy 1 year after cutoff (See NOTE) AUTH (GRS 6, Item 1b) (7342/R4)

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

SCHEDULE 7343
CADET PAY RECORDS

This schedule governs disposition of records pertaining to pay for Service Academy cadets (maintained at Accountable Stations, unless otherwise noted). (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7343					
CADET PAY RECORDS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
331	1 CADET PAY	Military pay records and other records pertaining to pay while in cadet status.	DFAS Sites	Cut off on graduation or separation. Destroy 56 years after cutoff. AUTH (N1-507-97-1) (7343/R1)	
332	2 PAY STATEMENTS	Pay statements of cadets		Cut off on graduation. Destroy 4 years after cutoff AUTH (N1-507-97-1) (7343/R2)	
333	3. ACCOUNTING POSTING MEDIA	Journal vouchers and other related specialized posting media for machine operations used to effect internal adjustment through accounting system	DFAS Sites and Accountable Stations	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7343/R3)	
334	4. TAX AND INTEREST DISTRIBUTION	W-2 listings, quarterly FICA reports and state tax vouchers		Cut off at end of calendar year. Destroy 6 years after cutoff AUTH (N1-507-97-1) (7343/R4)	
335	5 TRANSMITTAL LETTERS	Receipt copy of document transmittal letters		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7343/R5)	
336	6 DEBT MANAGEMENT CONTROL SHEETS	Manual balancing sheets to mechanized system		Cut off at end of fiscal year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7343/R6)	
337	7. OTHER CONTROL SHEETS	Manual balancing sheets to mechanized system.		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7343/R7)	
338	8 TRUST LEDGERS	Ledger of trust revolving computerized balancing system		Cut off on graduation Destroy 1 year after cutoff AUTH (N1-507-97-1) (7343/R8)	
338	9 GENERAL LEDGERS	Trial balance		Cut off at end of fiscal year Destroy 3 years after cutoff. AUTH (GRS 7, Item 4a) (7343/R9)	
339	10. DOCUMENT CONTROL LOGS	Logs of numbered source documents used to provide internal control of source documents		DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 3 months after cutoff. AUTH (N1-507-97-1) (7343/R10)

SCHEDULE 7344
DEFENSE JOINT MILITARY PAY SYSTEM - RESERVE COMPONENT (DJMS-RC) RECORDS

This schedule governs disposition of records pertaining to the Reserve Component Pay System. (Reference: Financial Management Regulation, DoD 7000.14-R)

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SCHEDULE 7344				
DEFENSE JOINT MILITARY PAY SYSTEM – RESERVE COMPONENT (DJMS-RC) RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	DJMS-RC PAY - MASTER HISTORY	Originals of quarterly master file history, voucher and transaction data for computerized payments, drill pay	Applicable DFAS Sites and Accountable Stations	Cut off at end of quarter Destroy 56 years after cutoff AUTH (N1-507-97-1) (7344/R1)
2	DJMS-RC PAY	Central operational copies of originals of quarterly master history file, voucher and transaction data for computerized payments, drill pay		Cut off at end of quarter Destroy 1 year after cutoff. AUTH (GRS 6, Item 1b) (7344/R2)
3.	SUPPORTING DOCUMENTS	Signature cards, numbered and unnumbered military pay orders, travel voucher claims, statement of tours of duty, drill attendance records, adjustment authorizations, correction of records, medical certificates, line of duty determinations, accounts receivable closed case files for out-of-service members, partial payment vouchers, officer uniform allowance certificate and maintenance forms, quarterly quality exams, earning statement for manual payments and other related records	Accountable DFAS Sites and DJMS-RC Payroll Offices	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7344/R3)
4.	FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)	Employer copies of TD Forms W-2 and listings, adjustment records, FICA extracts and other related records	All DFAS Sites	Cut off on payment of taxes. Destroy 4 years after cutoff. AUTH (N1-507-97-1) (7344/R4)

SCHEDULE 7344		DEFENSE JOINT MILITARY PAY SYSTEM – RESERVE COMPONENT (DJMS-RC) RECORDS			
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
342	5	SUBSIDIARY DATA		Listings used to reconcile voucher balancing for disbursements and collections, billing records, and FICA, FITW, and SITW summaries, journal vouchers, worksheets for schedule of transactions, transcripts, ledgers, and other accounting data	Cut off at end of fiscal year in which all outstanding discrepancies are cleared. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7344/R5)
343	6.	VOUCHERS-ACCOUNTING COPY		Copies of paid vouchers with supporting records that are used for accounting purposes	Cut off at end of fiscal year in which all outstanding discrepancies are cleared. Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7344/R6)
	7	DEBT MANAGEMENT		Debt management forms and data for in-service and out-of-service Reserve and National Guard members	Cut off on final collection or case closure Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7344/R7)
344	8	POSTING MEDIA		Records (other than source records), such as posting data transfers and similar forms, used to provide input data to accounting operations	Cut off when posting is completed or all discrepancies are cleared Destroy 90 days after cutoff AUTH (N1-507-97-1) (7344/R8)
345	9	LISTINGS AND TABULATIONS	Accountable Stations	Included but not limited to edit lists, transactions registers, ledgers, reports maintained in monthly/quarterly/year-end increments	Cut off and destroy upon receipt of new listing. AUTH (N1-507-97-1) (7344/R9)
346	10	REFERENCE MATERIALS		Locators, master tables, and other similar products used for reference purposes	Cut off and destroy when record is superseded or becomes obsolete. AUTH (N1-507-97-1) (7344/R10)
347	11	MANAGEMENT INFORMATION		Computerized listings used for reports, historical data and for evaluation and control purposes	Cut off at end of fiscal year. Destroy 2 years after cutoff AUTH (N1-507-97-1) (7344/R11)

SCHEDULE 7345
MILITARY FHA CASE FILES

This schedule governs disposition of records pertaining to FHA case files. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7345		MILITARY FHA CASE FILES		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	INDIVIDUAL CASE FOLDERS	Request for certification of eligibility forms, certification of termination (used for discontinuance of loans and paid-up loans), premium notice (indicating name, service number, case number, effective date, and amount of money paid to FHA) and copy of pay adjustment authorization reflecting indebtedness to government received from military personnel through FHA relative to loans for purchase of private homes	DFAS Sites	Cut off when case is closed. Destroy 3 years after cutoff AUTH (N1-507-97-1) (7345/R1)

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SCHEDULE 7346
MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION

This schedule governs disposition of military pay records created prior to automation to include active duty pay, reserve pay, retired pay, and annuity pay. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7346				
MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
349	1 ACTIVE DUTY PAY RECORDS	Military pay records and related records	Federal Records Centers	Cut off on conversion to DJMS Destroy on October 1, 2033 (56 years after implementation of JUMPS) AUTH (N1-507-02-1, Item 80) (7346/R1)
350	2 DJMS-RC LEAVE BALANCES	Final leave balance (prior to JUMPS) listings		Cut off on conversion to JUMPS Destroy 56 years after cutoff. AUTH (N1-507-97-1) (7346/R2)
351	3 RESERVE AND NATIONAL GUARD (NG) PAY RECORDS	Pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence		Cut off at end of payroll year Destroy 56 years after year in which created (See NOTE 1) AUTH (N1-507-97-1) (7346/R3)
352	4 RETIRED PAY FOLDERS	Source data used to establish and continue the pay of a retiree, to include retirement orders, data for pay of retired armed forces personnel, statement of employment, withholding certificates, Veteran Affairs and Office of Personnel Management waivers, etc , and records such as medical reports, court appointed fiduciary and other related papers pertaining to mentally incompetent individuals		Cut off at end of calendar year in which death occurred or on removal from temporary disability retired list Destroy 6 years after cutoff AUTH (N1-507-97-1) (7346/R4)
353	5. ANNUITANT PAY FOLDERS	Terminated due to death or termination of annuitant eligibility. (See NOTE 2)		Cut off at end of calendar year in which terminated Destroy 6 years after cutoff AUTH (N1-507-02-1, Item 81) (7346R/5)

NOTES

- 1 NG records not located at Regional Records Service Centers are located at the appropriate State Adjutant General
2. Limited income cases are subject to be reopened

SCHEDULE 7347
RETIRE PAY RECORDS

This schedule governs disposition of retired pay records maintained by DFAS Cleveland, as well as other systems containing similar records at other DFAS Finance Sites. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7347		RETIRE PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
354	1 RETIREMENT DOCUMENTS/ TRANSACTIONS	Retired pay case jacket documents consisting of the retirement order or equivalent transaction (automated), Statement of Service, Tower Certification, and pay data form	DFAS Cleveland and at other DFAS Finance Sites	Cut off at end of calendar year in which death occurred or terminated from retired pay system Destroy 6 years after cutoff AUTH (N1-507-97-1) (7347/R1)
355	2. ENTITLEMENT/ ELIGIBILITY RECORDS	Certificates of entitlement and eligibility including birth certificate (child), certificate of adoption (child), affidavit acknowledging paternity (child), marriage certificate (new spouse), affidavit supporting common law marriage (spouse), and certification of annuitant identity		Cut off at end of calendar year in which death occurred or terminated from retired pay system Destroy 6 years after cutoff AUTH (N1-507-97-1) (7347/R2)
356	3 THIRD PARTY ACCOUNT MANAGEMENT RECORDS	Retired pay case jacket records covering minimum income individuals, incapacitated individuals, and disabled/minor individuals These documents consist of guardianship papers, power of attorney, custodianship of minor, representative payee application, and child annuitant physician's certificate		Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff AUTH (N1-507-97-1) (7347/R3)
357	4 ACCOUNT COMPUTATION INFORMATION	Retired member account computation documents, including active duty death worksheets, VA (Minimum Income Widow) (MIW) accounts, Board for Correction of Military Records (BCMR) cases, social security statements (annuitant, offset), dependent's indemnity compensation (annuitant, VA offset), and requests for other income information (offset)		Cut off at end of calendar year in which death occurred or terminated from retired pay system Destroy 6 years after cutoff AUTH (N1-507-97-1) (7347/R4)

SCHEDULE 7347		RETIREE PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
358	5	DEBT RECORD	Retired pay records relating to debt incurred by the member. These records include the completed Pay Adjustment Authorization (DD Form 139), Request for Waiver of Indebtedness, and Waiver Determination letter.	Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7347/R5)
359	6	LEGAL RECORDS	Two way memo included in retired member case jacket.	Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7347/R6)
360	7	TRUSTEE RECORDS FOR MENTALLY INCOMPETENT	Source data used to establish and continue payments to trustee in behalf of mentally incompetent member/retiree/annuitant terminated due to death, discharge, separation, appointment of legal representative or when member is declared competent.	Cut off at end of calendar year in which terminated from retired pay system. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7347/R7)
361	8	SURVIVOR BENEFIT PLAN (SBP) ELECTION CERTIFICATIONS/ FORMS	SBP certification and forms consisting of Retired Serviceman's Family Protection Program (RSFPP) Election, Reserve Component Survivor Benefit Plan (RCSBP) Election, Service Secretary Driven Election, SBP application (MIW), SBP Plan Election certificate, SBP Open Season, SBP Election (former spouse), and Deemed SBP Election (former spouse).	DFAS Cleveland and other DFAS Finance Sites Cut off at end of calendar year in which death occurred or terminated from retired pay system. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7347/R8)
362	9	DEATH NOTICES	Records documenting the death of a retired member. These include the Report of Casualty (DD Form 1300), death certificates, and coroner's reports (in case of homicide).	Cut off on death of member. Forward for inclusion in retired pay folder. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7347/R9)
363	10.	TAX RECORDS	Retired member tax records which include the W-4, and the annual tax option certification and former spouse records which include the W-4P.	Cut off at end of tax year. Destroy 4 years after cutoff. AUTH (N1-507-97-1) (7347/R10)

SCHEDULE 7347		RETIRE PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
11.	RPS PAY MASTER FILE HISTORY (MICROFICHE) - MONTHLY/ QUARTERLY	Account identification, entitlement data, pay and allotment data, accounts receivable, and transaction history	DFAS Cleveland	Cut off at end of calendar year Destroy 10 years after cutoff AUTH (N1-507-97-1) (7347/R11)
11.01			Functional areas at DFAS Cleveland	Cut off at end of month. Destroy after receipt of next copies. AUTH (N1-507-97-1) (7347/R11 01)
11.02			Central reference area in DFAS Cleveland	Cut off at end of quarter Destroy 56 years after cutoff AUTH (N1-507-97-1) (7347/R11 02)

SCHEDULE 7348
ANNUITANT PAY RECORDS

This schedule governs disposition of records in any media which are created by or support the annuitant pay system as well as other systems containing similar records. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7348		ANNUITANT PAY RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	ANNUITANT PAY ACCOUNTS - MAIL IMAGE ROUTING AND OPTICAL RECORDING SYSTEM (MIRORS) OPTICAL DISKS	Annuitant Pay Accounts (See NOTE)	Designated DFAS Sites	Cut off at end of calendar year in which terminated due to death or termination of eligibility. Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7348/R1)
1 01		Source data used to establish and continue payments to annuitants, such as application for annuity, Dependency Indemnity Compensation, Social Security information, certificate of continued eligibility minimum income claims, request for federal income tax withholding, custodianship certificate, correspondence, other documenting evidence, retiree death gratuity information, survivor benefit elections, emergency information, claim for arrear of retired pay, divorce decrees, death certificates, marriage certificates.		Cut off at termination. Delete 6 years after cutoff AUTH (N1-507-97-1) (7348/R1 01)
2	CAPS PAY MASTER FILE HISTORY (MICROFICHE) MONTHLY/ QUARTERLY	Account identification, entitlement and pay data, accounts receivable and transaction history	Designated DFAS Sites	Cut off at end of calendar year. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7348/R2)
2.01			Functional areas at designated DFAS site(s)	Cut off at end of month Destroy after receipt of next month-end copies. AUTH (N1-507-97-1) (7348/R2 01)
2.02			Central reference area at DFAS	Cut off at end of quarter. Destroy 56 years after cutoff. AUTH (N1-507-97-1) (7348/R2 02)

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SCHEDULE 7348		ANNUITANT PAY RECORDS		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
3	SUBSTANTIATING DATA (PAY AFFECTING)	Indebtedness, payroll deduction agreements, and other source data used to change the net pay of an annuitant filmed with the Micrographic Information Management System (MIMS)		Cut off on date filmed. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7348/R3)
4	VOUCHER DATA	Annuitant original voucher listings and summaries, blanket company and financial organization listings and summaries, and accounts receivable listings, check payment detail, and other related data.		Cut off at end of month. Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7348/R4)
4 01		Operational copies of records in Rule 4		Cut off at end of fiscal year. Destroy 1 year after cutoff. AUTH (GRS 6, Item 4 01)
365	5. RECONCILIATIONS	Subsidiary data used to reconcile voucher balances for disbursement and collections, uncleared transactions, lot proof listings, pay status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings		Cut off at end of fiscal year in which all questions have been resolved and annotations transferred. Destroy 1 year, 1 month after cutoff. AUTH (N1-507-97-1) (7348/R5)
366	6. TAX DATA	Federal income tax withholding records such as TD W2, W2Ps, W2P negative/zero balances, annuitant W2P control lists	Central reference area at DFAS	Cut off at end of tax year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7348/R6)
367	7. MANAGEMENT DATA	Data which reflects the activity of the annuitant pay systems internal examination records, and other related records used for statistical and management purposes		Cut off at end of fiscal year Destroy 2 years after cutoff. AUTH (N1-507-97-1) (7348/R7)
8	WORKLOAD CONTROL SYSTEM (WCS) (MICROFICHE)	Record of purged document control numbers of MIMS reels		Cut off at end of calendar year Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7348/R8)

NOTE: Limited income cases are subject to be reopened

SCHEDULE 7349
PAY ACCOUNT RECORDS

This schedule governs disposition of records pertaining to the Marine Corps Total Force System (MCTFS).

SCHEDULE 7349		PAY ACCOUNT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
368	1	STANDARD PAY DIRECT DEPOSIT (i.e. SF 1199)	A copy of these records is distributed as follows: Bank (Original) Member (copy 2) Unit (copy 3)	Office of Record Destroy upon supersession of form or separation of individual member, whichever is sooner AUTH (N1-502-02-1, Item 82) (7349/R1)
369	2	ALLOTMENTS/ BOND AUTHORIZATIONS (i.e. SF 1199)	Document used to create record copy	Destroy after the record copy is created AUTH (N1-507-09-2, Item 1) (7349/R2)
370	2.01		Record copy	Cut off at end of fiscal year Destroy 6 years and 3 months after cutoff AUTH (N1-507-09-2, Item 2) (7349/R2 01)
371	2.02		All other copies	Office of Record or Off-site storage Destroy when no longer needed. AUTH (N1-507-09-2 Item 3) (7349/R2 02)
	3.	COLLECTION AND DISBURSEMENT VOUCHER	Original collection and disbursement vouchers, statements of transactions, statements of accountability, collection schedules, disbursement schedules, and other documents used as schedules or vouchers	Office of Record Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R3)
	4	MCTFS SUBSTANTIATING DOCUMENTS	Substantiating records for MCTFS, including the original documents transmittal listing with detailed mid-month and end-of- month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records	Cut off at end of month Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7349/R4)
372	5	DAILY TRANSACTIONS	Detailed records of all transactions received and actions taken, used for inquiry/audit purposes.	Cut off at end of day Destroy 6 months after cutoff AUTH (N1-507-97-1) (7349/R5)

SCHEDULE 7349		PAY ACCOUNT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
373	6	REJECTED TRANSACTIONS	Detailed records of all rejected transactions received and actions taken, used for inquiry/audit purposes.	Cut off at end of month in which any outstanding discrepancies have been cleared Destroy 6 months after cutoff AUTH (N1-507-97-1) (7349/R6)
	7	MANAGEMENT NOTICES	Data identifying transactions which require manual processing.	Cut off at end of month Place on microfiche and destroy source documents upon verification of the microfiche. Destroy microfiche 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7349/R7)
	7 01	If the records are no longer being microfiched, then		Cut off at end of month Transfer to RRSF 3 years after cutoff Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R7 01)
374	8	MASTER MILITARY PAY ACCOUNT (MMPA)	History of member's leave/pay transactions and leave and earnings data	Cut off at end of fiscal year Destroy 56 years after cutoff AUTH (N1-507-97-1) (7349/R8)
	9	ALLOTMENT DATA	Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program and transaction histories	Cut off at end of fiscal year. Destroy 6 years and 3 months after cutoff. AUTH (GRS 6, Item 1a) (7349/R9)
	10	LEAVE AND EARNING STATEMENTS (LES)	Monthly statement of member's leave and earnings.	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R10)
375	11.	MCTFS PAYMENTS.	Regular and special payments issued to Marine Corps Active and Reserve members bi-monthly.	Cut off at end of fiscal year Destroy 50 years after cutoff. AUTH (N1-507-97-1) (7349/R11)
376	12	VOUCHER BALANCING RECONCILIATION	Summaries of MCTFS payment transactions, used to reconcile payment posting with MMPAs	Cut off when payroll has achieved military pay voucher/registered (MPV/reg) balanced. Destroy 13 months after cutoff. AUTH (N1-507-97-1) (7349/R12)

SCHEDULE 7349		PAY ACCOUNT RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
377	13	FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)	Copies of amounts of FICA wage deductions, FITW, and SITW deductions for military members used to determine benefits and answer inquiries	Cut off at end of fiscal year Transfer to microform 3 years after cutoff Destroy 56 years after cutoff AUTH (N1-507-97-1) (7349/R13)
378	13 01	FEDERAL INCOME TAX (FITW), State Income Tax Withholding (SITW), and Federal Insurance Contribution Act (FICA) Copies of quarterly reports sent to Social Security Administration or Internal Revenue Service reflecting amounts of FICA wage deductions, FITW and SITW deductions for military members		Cut off at end of fiscal year. Destroy 4 years after cutoff AUTH (GRS 2, Item 13b) (7349/R13 01)
	14	CLOSED SEPARATION REENLISTMENT DATA ACCOUNT	MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation reenlistment and reflect payments made.	Cut off at end of month Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7349/R14)
379	15.	DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update.	Cut off bi-monthly Destroy 6 years, 3 months after cutoff AUTH (N1-507-97-1) (7349/R15)

SCHEDULE 7360
FOREIGN MILITARY SALES (FMS) RECORDS

This schedule governs disposition of records pertaining to Foreign Military Sales (FMS) activities. The records listed in this schedule are from those offices performing financial management on FMS cases. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15, Chapter 6); and covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.

SCHEDULE 7360		FOREIGN MILITARY SALES (FMS) RECORDS		
R U L E	A	B	C	D
1.	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
380	CASE FILES	Original or office copies of FMS case documentation (See NOTE 1) to include letter of request, pricing data, correspondence, financial analysis/ termination liability worksheets, Defense Requirements Survey Report, letter of intent, letter of offer and acceptance, modifications and amendments, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA), Congressional notification, financial control documents, Implementation Directives, DSAA 1200 system documentation, execution documentation, special logistics documentation, shipping/control records, management reviews, case closure documentation, reopened case documentation, and copies of disbursement vouchers	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 30 years after cutoff (See NOTE 2) AUTH (N1-507-97-1) (7360/R1)
381	1 01	All FMS electronic imaging data stored by FMS case designator		Cut off/close at end of fiscal year in which case closed. Transfer to an archive reserved for 10-year retention(s). Delete/erase 10 years after cutoff AUTH (N1-507-97-1) (7360/R1 01)

SCHEDULE 7360				
FOREIGN MILITARY SALES (FMS) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
382	2.	FMS REPORTS	Reports, such as detailed balance of payment transactions affecting funds disbursed and/or collected, FMS forecast of deliveries report, part I-status of open cases quarterly report; part II-status of closed cases only annual report; and Reports of Status of Funds or Execution	DFAS FMS activities Cut off at end of fiscal year Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R2)
383	2.01		DFAS Sites	Cut off when superseded. Destroy upon cutoff AUTH (N1-507-97-1) (7360/R2 01)
	3	FMS ADMINISTRATIVE BUDGET	Originals or copies of documentation relating to estimating, distributing, and executing the budget	DFAS FMS activities Cut off at end of fiscal year in which allocated Destroy 5 years after cutoff. AUTH (GRS 5, Item 3a) (7360/R3)
384	3 01		Equipment inventory records for items purchased under the FMS Administrative Budget	Cut off when superseded Destroy upon cutoff AUTH (N1-507-97-1) (7360/R3 01)
385	4	FMS CONTRACT FILES	Copies of Paying or Accounting Office Contract files containing FMS fund citations	Cut off at end of fiscal year in which contract is closed Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R4)
386	5	FMS COLLECTION AND DISBURSEMENT VOUCHERS	Original collection and disbursement vouchers	Cut off at end of month in which case is closed. Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7360/R5)
	5 01		Copies of vouchers and supporting records maintained centrally for research and audit purposes	Cut off at end of fiscal year in which reconciliation complete. Destroy 1 year after cutoff. See NOTE 3. AUTH (GRS 6, Item 1b) (7360/R5 01)
387	6	FMS BILLING DOCUMENTATION	Copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence, delivery, and case control listings	Cut off at end of fiscal year in which created Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R6)

SCHEDULE 7360		FOREIGN MILITARY SALES (FMS) RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
388	6 01	Microfiche of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence delivery and case control listings		Cut off at end of fiscal year in which created Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7360/R6 01)
389	7	COMMAND REIMBURSEMENTS		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R7)
390	8.	ARMY AND NAVY LOAD MATERIAL		Cut off at end of fiscal year in which created. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R8)
391	9	INTERFUND BILLS FOR FMS CUSTOMERS		Cut off at end of fiscal year in which bill clears Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R9)
392	10	ARMY INTERFUND	DFAS FMS activities	Cut off at end of fiscal year in which bill clears. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R10)
393	11.	REPORTS OF DISCREPANCIES (RODs)		Cut off at end of fiscal year after discrepancy is resolved. Destroy 10 years after cutoff AUTH (N1-507-97-1) (7360/R11)

SCHEDULE 7360				
FOREIGN MILITARY SALES (FMS) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
394	12. ACCOUNTS RECEIVABLE AND PAYABLE CASE FILES	International and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements between US and foreign countries or international organizations (originals at Department of State), evidence support rendered or received, and collection and payment actions		Cut off at end of fiscal year in which final action or payment is made and when all corrective actions required by any audit have been accomplished Destroy 30 years after cutoff (See NOTE 2) AUTH (N1-507-97-1) (7360/R12)
395	13. SHIPPING RECORDS	Machine listings, material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Programs, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the FMS Program (formerly the Reimbursable Aid (RMA) Program)	DFAS FMS activities	Cut off at end of fiscal year in which case closed. Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7360/R13)

NOTES

- 1 Paragraph 060201 of referenced regulation (DoDFMR, DoD 7000 14-R, Volume 15, Chapter 6)
2. This schedule does not authorize the destruction of those records appraised as permanent under NC1-330-78-4 and NC1-330-78-6
- 3 Disposition of copies of disbursement vouchers in FMS case files is covered by Rule 1.

SCHEDULE 7400
REVOLVING FUND RECORDS

This schedule governs disposition of records pertaining to the revolving fund. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7400		REVOLVING FUND RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
396	1.	INDUSTRIAL FUNDS	Printing requisitions	DFAS Sites and Accountable Stations Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-97-1) (7400/R1)
397	1.01		Ledgers (subsidiary and detail), registers, trial balances, requisitions, movement records, and supporting books of original entry)	Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions were prescribed, have been cleared. Destroy 2 years after cutoff AUTH (N1-507-97-1) (7400/R1 01)
398	2	STOCK FUNDS	Subsidiary ledgers, journal vouchers, books of original entry (including commissary journals)	Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions were prescribed, have been cleared. Destroy 2 years after cutoff. AUTH (N1-507-97-1) (7400/R2)
	2.01		Computer listings of Accountable Station input comprised of prevalidation, edit errors, stock record account number status, out-of-balance, and in-balance.	Cut off at end of month. Destroy 6 months after cutoff. AUTH (GRS 8, Item 7b(2)) (7400/R2 01)
	3	GENERAL LEDGERS	Books of final entry (manual and machine form ledgers)	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 7, Item 2) (7400/R3)
399	4.	FINANCIAL STATEMENTS	Monthly, quarterly, semi-annual and annual financial statements such as statement of financial condition, change in capital of the fund, etc , and division trial balances	Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7400/R4)
400	4 01		Copies of statements.	Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7400/R4 01)
401	4 02		Year-end statements	Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7400/R4 02)

SCHEDULE 7400

REVOLVING FUND RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5.	STANDARD MATERIEL ACCOUNTING SYSTEM (U1100/BJ) PRODUCTS	Records used to identify authorized users of the system and to list transaction validation tables at base level which consist of Fund Code Table (UEO), General, Ledger Account Description Table (UFO), List of Authorized SMAS Users (UMO), List of Modified SMAS Users (UM1), Proof of Accounts Table (UHO), Sales Code Description Table (UGO), Transaction ID Code Table Report.	DFAS Sites	Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (GRS 6, Item 5a) (7400/R5)
5.01		Records used to effect monthly reporting, perform monthly reconciliations, or satisfy research requirements which consist of Aerospace Guidance and Meteorology Center File OBJKDA), AF Stock Fund Trial Balance Report File (OBJSBA), Air Force Materiel Command File (OBJKEA), Detail Record vs GLA Reconciliation List (VMO), Follow-up to Depot File (OBJTDB), Medical Materiel Management Report File (OBJSVA), Selective Transaction History (SQO)		Cut off at end of fiscal year. Destroy 3 years after cutoff AUTH (GRS 6, Item 5b) (7400/R5 01)
5.02		Voucher for Transfers Between Appropriations and/or Funds (UAA) used to affect the transfer of funds (billings)	DFAS Sites	Cut off at end of fiscal year, or when discrepancies for which corrective actions are prescribed, have been cleared. Destroy 6 years, 3 months after close of FY in which final payment is made. AUTH (GRS 6, Item 1a) (7400/R5 02)
402	5 03	Daily Transaction History (SOO), Reject Suspense (TCO) used to validate the results of daily transaction processing		Cut off at end of month Destroy 3 months after cutoff. AUTH (N1-507-97-1) (7400/R5 03)
403	5 04	AF Stock Fund Report Requests (UKO), Daily Processing Summary Section 1 (FLO), Daily Processing Summary Section 2 (FMO) used to validate interface transaction input and output.		Cut off at end of month Destroy 3 months after cutoff. AUTH (N1-507-97-1) (7400/5 04)

SCHEDULE 7400				
REVOLVING FUND RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5 05		Records used to perform and document required reconciliations and provide SMAS database information to other users for further analysis which consist of Accounts Receivable Detail List (SNO), Accounts Receivable Summary List (SCO), Acquisition Fund Control Report (SSO), AF Stock Fund Approved Operating Program (SGO), AF Stock Fund Approved Operating Program Status (SFO), AF Stock Fund IMR/GLA Reconciliation (SJO), AF Stock Fund Obligation Flash Report (SKO), Bill Number Log (UBO), BNR 150 Day Follow-up List (VDO), BNR 60 Day Follow-up List (VCO), Cost of Operations Division Sales Report (HFO), Daily Interfund Processing Control List (VHO), Due-Out Reconciliation Report (HBO), Follow-up to Depot (VBO), Interfund Accounts Payable Open Item List (VJO), Inventory Reconciliation Report (HAO), MEDLOG Due-In vs. SMAS Interfund Detail Reconciliation List (VNO), MILSTRIP Research and Follow-up List (VEO), Reimbursable Issues/Sales & Creditable Returns Analysis (SDO), Stock Fund Inventory Management Report (STO), Transaction Stratification (SEO), Unprocessed Interfund Detail Transactions (VGO).	DFAS Sites	Cut off at end of fiscal year. Destroy 1 year after cutoff AUTH (GRS 6, Item 1b) (7400/R5 05)
5 06		Stock Fund Proof of Accounts (SHO), AF Stock Fund Trial Balance (SAO), Deleted Reject List (VTO), Medical Materiel Management Report (RCS HAF-SGS(M)7136)(SRO), Monthly Transaction History (SPO), Post Closing Audit Listing SIO)	DFAS Sites	Cut off at end of fiscal year, provided any corrective action required by audit has been accomplished. Destroy 3 years after cutoff AUTH (GRS 6, Item 5b) (7400/R5 06)

SCHEDULE 7400		REVOLVING FUND RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
		Collection Voucher Log (UCO), Disbursement Voucher Log (UDO).		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7400/R5 07)
404	6 STANDARD MATERIAL ACCOUNTING SYSTEM (SMAS)	Material accountant errors/messages; stock fund managers' errors/messages.	Accountable Stations	Cut off at end of month Destroy 30 days after cutoff AUTH (N1-507-97-1) (7400/R6)
405		Processing control		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-97-1) (7400/R6 01)
		General ledger audit update		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 7, Item 2) (7400/R6 02)
406		Trial balance, proof of accounts		Cut off at end of fiscal year or when all outstanding discrepancies, for which corrective actions are prescribed, have been cleared Destroy 2 years after cutoff AUTH (N1-507-97-1) (7400/R6 03)
407		Consolidated payment history list		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-97-1) (7400/R6 04)
408	7 SELLER INTERFUND BILLS - NON-FMS	Bills distributed to buyers		Cut off at end of fiscal year in which billed and during which corrective annotations have been made Destroy 1 year after cutoff AUTH (N1-507-97-1) (7400/R7)

SCHEDULE 7600
INTERNAL AUDIT AND INSPECTION RECORDS

This schedule governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures. (Reference: Financial Management Regulation, DoD 7000.14-R, Volume 15)

SCHEDULE 7600				
INTERNAL AUDIT AND INSPECTION RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
409	1 AUDIT/INSPECTION PROGRAMMING	Records pertaining to planning, organizing, directing, and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records.	DFAS offices responsible for performing audits or inspections	Cut off and destroy when superseded or obsolete AUTH (N1-507-93-2, Item 185) (7600/R1)
410	2. REPORTS OF AUDIT	Report created upon completion of an audit to show findings, recommendations, and similar information and to track follow-up actions taken to correct identified deficiencies.		Cutoff when all deficiencies have been corrected. Destroy 2 years after cutoff. AUTH (N1-507-93-2, Item 186) (7600/R2)
411	3 COMMANDER'S AUDIT PROGRAM	Reports of audit (held by installation commanders or their staff).		Cut off and destroy when purpose has been served AUTH (N1-507-93-2, Item 187) (7600/R3)
412	4 RISK ASSESSMENTS	Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units		Cut off on completion of vulnerability assessment Destroy 5 years after cutoff AUTH (N1-507-93-2, Item 188) (7600/R4)
413	5 STATEMENTS OF ASSURANCE	Letters stating compliance or noncompliance with internal control objectives		Cut off on completion of next comparable statement. Destroy 5 years after cutoff AUTH (N1-507-93-2, Item 189) (7600/R5)
414	6. ANNUAL STATEMENT OF ASSURANCE SENT TO SECDEF (RCS. DD- COMP (AR) 1618)	Annual reports including description of evaluation report of material weakness, status of corrective action and other similar records.	DFAS Arlington	Cut off on completion of next comparable statement Destroy 5 years after cutoff AUTH (N1-507-97-1) (7600/R6)

SCHEDULE 7700
REPORTS OF SURVEY

This schedule governs disposition of records pertaining to reports of survey (ROS) and related documents (Reference: Financial Management Regulation, DoD 7000.14-R and Accounting and Reporting for Government Property Lost, Damaged or Destroyed, DoD 7200.10-M)

SCHEDULE 7700		REPORTS OF SURVEY		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
	1. CASE FILES	Records used in lieu of, and correspondence pertaining to, lost, damaged, or destroyed government-owned or leased property, investigations and reviews of facts and circumstances involved, assessment of financial liability and actions on waivers and appeals thereof, actions taken on debts resulting from assessments	DFAS Sites	Cut off at end of cycle Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7700/R1)
415	1.01	Retained copies of reports of survey or records and related correspondence		Cut off on final action Destroy 2 years after cutoff AUTH (N1-507-97-1) (7700/R1 01)
416	1.02	Retained copies of reports of survey or records used to support supply system stocks inventory adjustment vouchers, or adjustment to in-use accountable property record items		Cut off on final action Destroy 2 years after cutoff AUTH (N1-507-97-1) (7700/R1 02)
417	1.03	Retained copies of reports of survey or records pertaining to damage to government motor vehicles		Cut off on final action Destroy 3 years after cutoff AUTH (N1-507-97-1) (7700/R1 03)
418	1.04	Retained copies of reports of survey or records used to support assessment of financial liability	Accountable Stations	Cut off on collection of assessment or voidance of financial liability Destroy 1 year after cutoff AUTH (N1-507-97-1) (7700/R1 04)
419	2. REGISTERS	Form registers and comparable forms that provide a complete record of each report of survey.	DFAS Sites and Accountable Stations	Cut off on termination of register Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7700/R2)
420	3. GAO NOTICES	Notices of exceptions that are issued by GAO against disbursing and accounting officers charged with appropriated funds		Cut off after GAO clearance Destroy 1 year after cutoff AUTH (N1-507-97-1) (7700/R3)

SCHEDULE 7705
FINANCIAL PROPERTY ACCOUNTING RECORDS

This schedule governs disposition of records pertaining to financial property accounting. (Reference: Financial Management Regulation, DoD 7000-14R)

SCHEDULE 7705		FINANCIAL PROPERTY ACCOUNTING RECORDS		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	AUTOMATED RECORDS	Detail and summary records	DFAS Sites and Accountable Station	Cut off and delete upon reconciliation AUTH (N1-507-97-1) (7705/R1)
1.01		Listings and tabulations		Cut off and delete upon receipt of new listing AUTH (N1-507-97-1) (7705/R1 01)
421 2	BASIC TRANSACTIONS	Financial inventory accounting (FIA) forms and records, requisitions, and shipping records, issue and turn-in slips, reconciliation and adjustment vouchers, and other pertinent documents	Accountable Stations	Cut off at end of fiscal year. Destroy 2 years after cutoff. (1 year increase in retention over previous guidance) AUTH (N1-507-97-1) (7705/R2)
422 2.01		FIA monthly and/or quarterly reports, operating statements, special reports and analyses, and other pertinent reports.		Cut off at end of fiscal year Destroy 2 years after cutoff (1 year increase in retention over previous guidance) AUTH (N1-507-97-1) (7705/R2 01)

SCHEDULE 7710
FINANCIAL STATEMENTS AND CONTROLLED REPORTS

This schedule governs disposition of records pertaining to financial statements and controlled accounting and finance reports. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7710					
FINANCIAL STATEMENTS AND CONTROLLED REPORTS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
423	1.	CONSOLIDATED STATEMENTS AND REPORTS	Records reflecting on allocations, appropriations, net disbursements, reimbursements, trial balances, accountability, financial material, violations, costs, expenses, military and civilian pay, medical income and equipment data, foreign military sales, real property, supporting records, and related schedules	DFAS Sites and Accountable Stations	Cut off at end of fiscal year. Destroy 10 years after cutoff. AUTH (N1-507-97-1) (7710/R1)
	1.01		Consolidated statements and reports related to expired and merged ("M") accounts	Accountable Stations	Cut off at end of fiscal year in which appropriate account is closed or all obligations in the closed account are liquidated Destroy 6 years, 3 months after cutoff AUTH (GRS 6, Item 1a) (7710/R1 01)
	2	STATEMENT OF ACCOUNTABILITY	SF 1219, or comparable forms and supporting records reflecting summarizations of all collections, disbursements, and transfers for each account month		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. (See NOTE) AUTH (GRS 6, Item 1a) (7710/R2)
424	3	STATEMENT OF DESIGNATED DEPOSITORY ACCOUNT	Original SFs 1149 and supporting records, such as negotiated or cancelled checks (or certified lists), bank statements, check reconciliation listings, and related papers	DFAS Sites	Cut off at end of fiscal year Destroy 6 years after cutoff AUTH (N1-507-97-1) (7710/R3)
425	4	CONTROLLED REPORTS	Correspondence and other papers relating to reports that include but are not limited to survey code reports, surety bond report, containing data required by DFAS for submission to other government agencies and Congress		Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-97-1) (7710/R4)
426	401			Accountable Stations	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7710/R4 01)

SCHEDULE 7710		FINANCIAL STATEMENTS AND CONTROLLED REPORTS			
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
427	5.	REPORT OF ACCOUNTING AND FINANCE ACTIVITIES (RAFAS)	Workload and man-hour data	DFAS Sites	Cut off at end of calendar year. Destroy 5 years after cutoff. AUTH (N1-507-97-1) (7710/R5)
428	5 01			Accountable Stations	Cut off at end of calendar year Destroy 2 years after cutoff AUTH (N1-507-97-1) (7710/R5 01)
429	6.	USER CHARGES REPORTS AND REPORTS OF SERVICES RENDERED	Consolidated reports, feeder reports, correspondence, and related data		Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7710/R6)
430	6.01		Copies of consolidated reports, feeder reports, correspondence, and related data	Accountable Stations	
			Reports with no discrepancies		Cut off and destroy on completion of follow-on report AUTH (N1-507-97-1) (7710/R6 01)
431	6.02		Reports with discrepancies		Cut off on reconciliation of discrepancies by servicing DFAS Finance Sites Destroy 1 year after cutoff AUTH (N1-507-97-1) (7710/R6 02)

NOTE. Destroy these records in annual blocks only if there are no outstanding discrepancies for which corrective actions are prescribed by servicing DFAS Sites

SCHEDULE 7740
LOGISTICS ACCOUNTING RECORDS

This schedule governs disposition of records pertaining to accounting records at Logistics activities only.
(Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7740		LOGISTICS ACCOUNTING RECORDS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
432	1. BASIC TRANSACTIONS	Cost ledger sheets, control registers, pro rata registers, recapitulation work sheets and reconciliations used to record one year's cost	DFAS Logistic activities	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7740/R1)
433	2 ELECTRONIC ACCOUNTING MACHINE (EAM) TRANSACTIONS AND TABULATIONS	Daily detail transactions.		Cut off when reconciliation with periodic summaries is complete. Destroy upon cutoff AUTH (N1-507-97-1) (7740/R2)
434	2 01	Periodic summary transactions (except budget justification cost summary transactions), tabulations and correction sheets		Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7740/R2 01)
435	2.02	Daily listings, when consolidated in monthly listings		Cut off at end of month. Destroy 90 days after cutoff. AUTH (N1-507-97-1) (7740/R2 02)
436	3. HISTORICAL COST DATA	Summary costs by organization (operating cost reports), summary of cost by type production (budget justification cost summary cards), and special project costs		Cut off at end of fiscal year Destroy 10 years after cutoff AUTH (N1-507-97-1) (7740/R3)
437	4 MATERIEL ACCOUNTS PAYABLE (MAP) MAINTENANCE AND REHABILITATION PROJECT RECORDS	Detailed records pertaining to all maintenance and rehabilitation projects on reimbursable military assistance sales		Cut off at end of fiscal year Destroy 6 years after cutoff AUTH (N1-507-97-1) (7740/R4)
438	5. R&D JOB ORDER COST ACCOUNTING SYSTEM (JOCAS)	Job order estimates and job order time sheets		Cut off on completion of job order Destroy 6 months after cutoff AUTH (N1-507-97-1) (7740/R5)
439	5 01	Records reflecting cost structure of job order standard rates and man-hour rates.		Cut off when superseded. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7740/R5 01)

SCHEDULE 7740

LOGISTICS ACCOUNTING RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
440	5.02	JOCAS tables, register listings, detailed listings, and management reports	DFAS Logistics activities	Cut off at end of fiscal year Destroy 1 year after cutoff. AUTH (N1-507-97-1) (7740/R5 02)
441	5.03	Monthly job order register listings other than last month of FY		Cut off at end of fiscal year Destroy 1 year after cutoff AUTH (N1-507-97-1) (7740/R5 03)
442	5.04	Job order master history listing		Cut off at end of fiscal year. Destroy 4 years after cutoff AUTH (N1-507-97-1) (7740/R5 04)
443	5.05	JOCAS tables, detailed listings, management reports, and the job order register listing for the last month of the FY		Cut off at end of fiscal year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7740/R5 05)

SCHEDULE 7750
FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS

This schedule governs disposition of records pertaining to financial statements and controlled finance and accounting reports. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7750					
FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS					
	A	B	C	D	
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY	
444	1	CASH ACCOUNTING	DFAS Sites	Cut off at end of fiscal year Destroy 2 years after cutoff AUTH (N1-507-97-1) (7750/R1)	
445	1.01	Year-end finals of above reports and statement of transactions and (foreign transactions) reports commitments, obligations, disbursement and collections		Cut off at end of fiscal year. Destroy 4 years after cutoff. AUTH (N1-507-97-1) (7750/R1 01)	
446	1 02	Consolidated certification and statement of reasons, countries, and amounts for contracts let in excess currency countries paid in dollars report		Cut off at end of fiscal year Destroy 5 years after cutoff AUTH (N1-507-97-1) (7750/R1 02)	
	2	APPROPRIATION ACCOUNTING DATA		Reports and supporting records portraying the status of appropriated funds in terms of availability, commitments, obligations, disbursements and collections	Cut off at end of fiscal year Destroy 6 years, 3 months after closure of appropriate account or liquidation of all obligations in the closed account, whichever is later. AUTH (GRS 6, Item 1a) (7750/R2)
	3	APPROPRIATION ACCOUNTING DATA- YEAR-END FINALS		Reports of appropriation reimbursements year-end finals, reports of status of project by obligation allotment code, year-end finals, report of budget execution finals, and annual report under Section 1311, Supplemental Appropriation Act of 1955 (Public Law 663)	Cut off at end of fiscal year Destroy 6 years, 3 months after closure of appropriate account or liquidation of all obligations in the closed account, whichever is later AUTH (GRS 6, Item 1a) (7750/R3)
447	4	EXPENSE ACCOUNTING DATA		Reports and supporting records showing the expense incurred in selected activities	Cut off at end of fiscal year Destroy 4 years after cutoff AUTH (N1-507-97-1) (7750/R4)
448	4 01		Fourth quarter report of reimbursable property disposal expenses	Cut off at end of fiscal year Destroy 5 years after cutoff. AUTH (N1-507-97-1) (7750/R4 01)	

SCHEDULE 7750				
FINANCIAL STATEMENTS, SCHEDULES AND CONTROLLED REPORTS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
5	FINANCIAL STATEMENTS (GENERAL LEDGERS)	Reports and supporting records showing the financial position of DFAS and selected activities		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 7, Item 2) (7750/R5)
5 01		Financial statements required by TD Circular 966, industrial fund statements and schedule for annual budget estimate for industrial fund, stock fund statements and schedule for annual budget estimate for stock fund, and consolidated trial balance.		Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff AUTH (GRS 7, Item 2) (7750/R5 01)
6	MISCELLANEOUS TYPE ACCOUNTING DATA	A variety of reports and supporting records not classified in Rules 1 through 5		Cut off at end of fiscal year. Destroy 3 years after cutoff. AUTH (GRS 7, Item 4e) (7750/R6)

SCHEDULE 7755
LEDGERS, VOUCHERS, AND LISTINGS

This schedule governs disposition of records that are common to all functional areas within the accountable station. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7755		LEDGERS, VOUCHERS, AND LISTINGS		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1.	GENERAL LEDGERS	Ledgers, allocation files, and command files	DFAS Accountable Stations	Cut off at end of fiscal year Destroy 6 years, 3 months after cutoff. AUTH (GRS 7, Item 2) (7755/R1)
449 2	RECONCILIATION LISTINGS	Credit and debit block registers, reconciled mechanical listings predetermined and brought forward, and lot proof listings.		Cut off at end of month Destroy 6 months after cutoff AUTH (N1-507-97-1) (7755/R2)
450 3.	DAILY AUDIT LISTS	Reconciled mechanical lists		Cut off at end of day Destroy 1 month after cutoff AUTH (N1-507-97-1) (7755/R3)

SCHEDULE 7800
DEFENSE CONTRACT FINANCING RECORDS

This schedule governs disposition of records pertaining to advance payment pool agreements and indebted contractors contracting activities. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7800				
DEFENSE CONTRACT FINANCING RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
451	1 ADVANCE PAYMENT POOL AGREEMENTS	Documentation relating to Advance Payment Pool Agreements with nonprofit educational institutions.	DFAS Columbus Contract Government Debt Office	Cut off on expiration of agreement Destroy 4 years after cutoff AUTH (N1-507-97-1) (7800/R1)
452	2 INDEBTED CONTRACTORS	Documentation pertaining to delinquent debts of defense contractor		Cut off on date of final action Destroy 6 years after cutoff. AUTH (N1-507-97-1) (7800/R2)

SCHEDULE 7801
MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS

This schedule governs disposition of records accumulated by individual offices while carrying out the operational business of contract payment offices at DFAS Columbus and its off-site locations. (Reference: Financial Management Regulation, DoD 7000.14-R)

SCHEDULE 7801				
MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
1	PAYING OFFICE CONTRACT FILES	Payment records for contracts which may include DD Forms 250, basic contracts/modifications, contractor invoices, payment vouchers and subvouchers, and any other document required to effect payment	DFAS Columbus Site and its off-site locations	Cut off on closure of contract Destroy 6 years, 3 months after cutoff. (See NOTE) AUTH (GRS 3, Item 3a(1)(a) or 3a(2)(a)) (7801/R1)
453	2. SHIPMENT CONTROL RECORDS	Documents maintained to ensure prompt receipt of Material Inspection and Receiving Reports and invoices. These may include reports and listings		Cut off on completion of the related contract; for those relating to transferred contracts and contract number changes, cut off on transfer or change in contract number. Destroy 1 year after cutoff AUTH (N1-507-97-1) (7801/R2)
454	3 RECONCILIATIONS	Subsidiary data used to reconcile voucher balances for disbursements and collections, uncleared transactions, status analysis, and other similar products used for research, corrections, review and reconciliation of rejects, conditions, or events to include edit and exception listings		Cut off at end of fiscal year or when all outstanding irregularities or discrepancies have been cleared. Destroy 1 year, 1 month after cutoff. AUTH (N1-507-97-1) (7801/R3)
4	CONTRACT LOCATOR DATA	Locator cards, registers, data sheets, and summary listings used to track the location of contract files		Cut off at end of fiscal year Destroy 2 years after cutoff. AUTH (GRS 23, Item 8) (7801/R4)
5.	MANAGEMENT INFORMATION REPORTS	Statistical reports and management summaries generated from the MOCAS database for reference and management purposes		Cut off when superseded by subsequent report/summary Destroy 2 years after cutoff AUTH (GRS 3, Item 4a) (7801/R5)

SCHEDULE 7801

MECHANIZATION OF CONTRACT ADMINISTRATIVE SERVICES (MOCAS) RECORDS

	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/ DISPOSITION/ AUTHORITY
455 6.	DATA COLLECTION LISTINGS	All transactions that processed, recycled, or rejected during an update		Cut off at end of month. Destroy 2 months after cutoff. AUTH (N1-507-97-1) (7801/R6)
7.	SUBSTANTIATING INFORMATION	Original or record transmittal listing with supporting records that effect changes/adjustment to the MOCAS database or related matters.		Cut off at end of month Destroy 6 years, 3 months after cutoff. AUTH (GRS 6, Item 1a) (7801/R7)

NOTE: Files known to be pertinent to unsettled claims, incomplete investigations, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation

SCHEDULE 7900
ELECTRONIC RECORDKEEPING

This schedule governs disposition of records related to computer operations such as system software/input/output records, information stored electronically without paper backup, and hard-copy records pertaining to computer system management; and covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer. (See Notes 1 through 4).

SCHEDULE 7900				
ELECTRONIC RECORDKEEPING				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
1	SYSTEM TEST RECORDS	Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for electronic files records	Any DFAS Office	Cut off when administrative, legal, audit, or other operational purposes have been served. Delete/destroy at cutoff AUTH (GRS 20, Item 1a) (7900/R1)
2	MASTER FILE UPDATE	Electronic files used to create or update a master file, including but not limited to, work files, valid transaction files, and intermediate input/output files		Cut off when information has been transferred to the Master File and verified Delete/destroy at cutoff. AUTH (GRS 20, 1b) (7900/R2)
3	SYSTEM USAGE FILES	Electronic files and hard-copy printouts created to monitor system usage, including but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.		Cut off when no longer needed for administrative, legal, audit, or other operational purposes Delete/destroy at cutoff AUTH (GRS 20, Item 1c) (7900/R3)
4	HARD-COPY SOURCE RECORDS	Non-electronic documents of forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures), and not previously scheduled for permanent retention in a NARA-approved agency records schedule		Cut off when information has been converted to electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to the master file, whichever is later Destroy at cutoff. AUTH (GRS 20, Item 2a) (7900/R4)

SCHEDULE 7900				
ELECTRONIC RECORDKEEPING				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
5.	ELECTRONIC INPUT RECORDS	Electronic records, except as noted in rule 6, entered into the system during an update process and not required for audit and legal purposes	Any DFAS Office	Cut off when data has been entered into the master file or database and verified, or when no longer needed to support the reconstruction of, or serve as back up to a master file or database, whichever is later. Destroy at cutoff AUTH (GRS 20, Item 2b) (7900/R5)
6	ELECTRONIC INPUT RECORDS FROM ANOTHER AGENCY	Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency		Cut off when data has been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to the master file or database, whichever is later Delete at cutoff AUTH (GRS 20, Item 2c) (7900/R6)
7	DIGITAL MASTER FILE INPUT	Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database		Cut off when necessary data has been incorporated into a master file. Delete at cutoff AUTH (GRS 20, Item 2d) (7900/R7)
8.	MASTER FILES RELATED TO ADMINISTRATIVE FUNCTIONS	Files that replace in whole or in part hard copy records governed by other schedules in this manual		Cutoff in accordance with the cutoff instructions for the records they replace Delete after the expiration of the retention period authorized for the disposable hard-copy file or when no longer needed, whichever is later See Note 5. AUTH (GRS 20, Item 3) (7900/R8)
9	DATA FILES CONSISTING OF SUMMARIZED INFORMATION	Files that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database that is authorized for deletion in other schedules in this regulation.		Cut off when no longer needed for administrative, legal, audit or other operational purposes Delete at cutoff AUTH (GRS 20, Item 4) (7900/R9)

SCHEDULE 7900				
ELECTRONIC RECORDKEEPING				
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
10	EXTRACTED INFORMATION RECORDS	Electronic files consisting of records extracted from a single master file or database that is authorized for deletion in other schedules in this regulation		Cut off when no longer needed for administrative, legal, audit, or other operational purposes Delete at cutoff See Note 6 for exclusions AUTH (GRS 20, Item 5) (7900/R10)
11	PRINT FILE	Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports		Cut off when no longer needed for administrative, legal, audit, or other operational purposes AUTH (GRS 20, Item 6) (7900/R11)
12	TECHNICAL REFORMAT FILE	Electronic file consisting of data copied from a complete or partial master file or database made for the specified purpose of information interchange and written with varying technical specifications EXCLUDING file created for transfer to the National Archives		Cut off when no longer needed for administrative, legal, audit, or other operational purposes Delete at cutoff AUTH (GRS 20, Item 7) (7900/R12)
13.	SECURITY BACKUP FILES	Electronic copy, considered by the agency to be a Federal Record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased. File identical to records scheduled for transfer to the National Archives		Cut off when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied Delete upon cutoff AUTH (GRS 20, Item 8a) (7900/R13)
13.01		Above Item 13 records, which are authorized for disposal in a NARA-approved schedule	Any DFAS Office	Cut off upon deletion or update of master file (See NOTE 7 for exception) Delete when the identical records have been deleted, or when replaced by a subsequent security backup file. AUTH (GRS 20, Item 8b) (7900/R13 01)

SCHEDULE 7900		ELECTRONIC RECORDKEEPING		
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
14	FINDING AIDS	Electronic indexes, lists, registers and other finding aids used only to provide access to computer files authorized for destruction in other schedules in this regulation, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records		Cut off when purpose has been served Delete with related records or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later AUTH (GRS 20, Item 9) (7900/R14)
15	SPECIAL PURPOSE PROGRAMS	Application software necessary solely to use or maintain a master file or database authorized for disposal elsewhere in this regulation, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database scheduled for transfer to the National Archives		Cut off when purpose has been served. Delete when related master file or database has been deleted AUTH (GRS 20, Item 10) (7900/R15)
16	DOCUMENTATION	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction elsewhere in this regulation.		Cut off when purpose has been served Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. AUTH (GRS 20, Item 11a) (7900/R16)
16 01		Copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis, as described in OMB Circular No A-130	Any DFAS Office	Cut off when superseded or obsolete Destroy or delete at cutoff (See NOTE 6) AUTH (GRS 20, Item 11b) (7900/R16 01)
17	DOWNLOADED AND COPIED DATA	Derived data and data files that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained Used specifically for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis, or review		Cut off when no longer needed for administrative, legal, audit, or other operational purposes Delete at cutoff AUTH (GRS 20, Item 12a) (7900/R17)

SCHEDULE 7900		ELECTRONIC RECORDKEEPING		
	A	B	C	D
R U L E	RECORD SERIES	DESCRIPTION	MAINTAINED IN	CUTOFF/DISPOSITION/ AUTHORITY
17 01		Above item 17 records, which provide the user access in lieu of hard-copy reports that are authorized for disposal	Any DFAS Office	Cut off when no longer needed for administrative, legal, audit, or other operational purposes Delete at cutoff AUTH (GRS 20, Item 12b) (7900/R17 01)
17 02		Above item 17 records, which are metadata or reference data, such as format, range, or domain specifications, which is transferred from a host computer or server to another computer for input, updating or transaction processing operations		Cut off when no longer needed for processing Delete from receiving system or device at cutoff AUTH (GRS 20, Item 12c) (7900/R17 02)
18	WORD PROCESSING FILES	Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microfilm for recordkeeping purposes		Cut off when no longer needed for updating or revision Delete from the word processing system at cutoff AUTH (GRS 20, Item 13) (7900/R18)
19	ELECTRONIC MAIL RECORDS	Sender's and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes		Cut off after copying to a recordkeeping system. (See NOTE 8). Delete from the e-mail system at cutoff AUTH (GRS 20, Item 14)
20.	ELECTRONIC SPREADSHEETS	Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports When used to produce hard copy that is maintained in organized files		Cut off when no longer needed to update or produce hard copy. Delete at cutoff AUTH (GRS 20, Item 15a)
20 01		Above Rule 20 spreadsheets when maintained only in electronic form		Cut off after the expiration of the retention period authorized for the hard copy by this regulation. (See NOTE 9) Delete at cutoff AUTH (GRS 20, Item 15b)

NOTES.

1 This schedule includes electronic versions of records created by electronic mail, word processing, and other office automation applications, such as spreadsheet and presentation applications

- 2 The disposition specified under the appropriate rule will be applied to the nonelectronic version of the file
- 3 Electronic version of records created by electronic mail, word processing, and other office automation applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later
4. The terms “destroy” and “delete” used in this schedule mean to “scratch”, or “blank” the media so the media can be reused. The media will be destroyed when it is unserviceable or not reusable due to security requirements
- 5 Excluded are official personnel folders, employee medical folders, statistical summaries and related records pertaining to employee health at the reporting unit, equal employment opportunity statistics files, administrative payroll report files, telecommunications operational files, and top secret accounting and control files
- 6 Excluded are data files created as disclosure-free files to allow public access to the data, or created from a master file or database that is unscheduled or disposition that was scheduled as permanent records but no longer exists, or is no longer accessible; all such records must be retained until their disposition is approved
7. If the backup copy is for electronic records scheduled for transfer to the National Archives for permanent retention, delete the backup copy after transfer to the National Archives has been successfully completed
8. Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.
9. If the electronic version replaces hard-copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired