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|--|--------------------------------------|---|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse)                                |                                      | LEAVE BLANK   |   |
| TO: <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                      | JOB NO. <b>NI-A4-86-55</b>  |   |
| 1. FROM (Agency or establishment)<br><b>DEPARTMENT OF THE ARMY</b>   |                                      | DATE RECEIVED<br><b>5/1/86</b>  |   |
| 2. MAJOR SUBDIVISION<br><b>ARMY RECORDS MANAGEMENT OPERATIONS OFFICE</b>   |                                      | NOTIFICATION TO AGENCY  |   |
| 3. MINOR SUBDIVISION<br><b>STANDARDS DIVISION</b>  |                                      | In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>E. E. LESKO</b>  | 5. TELEPHONE EXT.<br><b>325-6044</b> | DATE<br><b>10-3-86</b>  | ARCHIVIST OF THE UNITED STATES<br><i>Frank A. Burke</i> |
| 6. CERTIFICATE OF AGENCY REPRESENTATIVE  |                                      |   |   |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☒ is attached; or ☐ is unnecessary.

|                             |  |                                   |                                     |
|-----------------------------|--|-----------------------------------|-------------------------------------|
| B. DATE<br><b>14 Jan 86</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>W. R. Boardman, CRM</i><br>W. R. BOARDMAN, CRM   | D. TITLE<br>Army Records Manager  |                                     |
| 7. ITEM NO.                 | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN<br>(NARS USE ONLY) |
| 1.                          | <p><b>326-01 - Accounting documents</b></p> <p><b>BACKGROUND:</b> This office, in coordination with the Army Finance &amp; Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance &amp; Fiscal Functional Files - AR 340-18 - The Army Functional Files System - TAFSS. Together we have identified several areas of recordkeeping which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide.</p> <p>One of the actions that has been taken herewith is to lower the retention of the "duplicate (memorandum) copies of disbursement vouchers" from a three (3) year retention to a one (1) year retention period. This record is maintained by Finance &amp; Accounting Officers worldwide. It has infrequent use after a one year period. The original copy is maintained at USAFAC for 6 years, 3 months. This is a deviation from GRS 6-1b. See letter from the Assistant Comptroller of the Army to Director, Accounting and Financial Management Division, General Accounting Office, attached hereto.</p> <p style="text-align: center;">CONTINUED ON NEXT PAGE</p> |                                   |                                     |

**#86-16**

| REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION |  |   | JOB NO.                                    | PAGE<br>2 OF 3                            |
|--|--|---|--|---|
| 7.<br>ITEM<br>NO.  | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  |   | 9. GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10. ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|  | PREVIOUS<br>FILE NO.   | RETENTION/APPROVAL<br>AUTHORITY   |  |   |
|  | 302-06 - Accounting documents files-----   | II-NNA-2242   |  |   |
|  | 318-16 - Logistical support billing files-----   | NN-163-58   |  |   |
|  | 318-18 - MAP order fund transaction files-----   | NN-163-58   |  |   |
|  | 319-06 - Household goods shipment excess<br>cost collection files-----   | NN-165-15   |  |   |
|  | <u>PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):</u>   |   |  |   |
|  | 1. 37-21a  | 3. 37-103yy   | 5. 37-108d                                 | 7. 55-71a                                 |
|  | 2. 37-101d   | 4. 37-107j  | 6. 37-151z                                 |   |
|  | THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET<br>CURRENT ARMY REQUIREMENTS:  |   |  |   |
|  | 326-01 - Accounting documents  |   |  |   |
|  | <u>Description</u>   |   |  |   |
|  | Information posted to books of original entry. Included<br>are--   |   |  |   |
|  | a. Allotment, commitment, or obligation documents, customer<br>orders or earnings, duplicate copies of disbursement vouch-<br>ers, collection documents (including cash collections),<br>adjustment documents (including adjustments on deficiencies<br>and irregularities), and related blocking tickets. | II-NNA-2242<br>Feb 28, 1957<br>NCL-AU-76-1<br>Feb 25, 1976<br>FOR MICORICHE |  |   |
|  | b. Designated depository checking accounts in overseas<br>areas (see Ch 9, AR 37-103). Included are--  | GRS 6-1b  |  |   |
|  | (1) Checklistings for card checks.   | SAME  |  |   |
|  | (2) Check reconciliation statements.   |   |  |   |
|  | (3) Check copies.  |   |  |   |
|  | (4) Copies of outstanding depository checks.   |   |  |   |
|  | c. Notices of exception and certificates of deposits.  | SAME  |  |   |
|  | d. Logistic support billings to foreign governments and to<br>the Military Assistance Appropriation under authority of the<br>Foreign Assistance Act and the Foreign Military Sales Act.   | NN-163-58<br>Mar 25, 1963   |  |   |
|  | e. MAP order fund transactions including item order portion<br>of the Military Assistance Grant Aid Program.   | SAME  |  |   |
|  | f. Copies of HHG orders and HHG bills of lading.   | NN-165-15   |  | - Sep 4, 1964                             |
|  | g. Documents on excess cost of HHG shipments.  | SAME  |  |   |
|  | h. F&AO retained copies of Reserve Components composite<br>payrolls  | GRS 6-1b  |  |   |
|  | i. Comparable information.   |   |  |   |
|  | DISPOSITION CONTINUED  |   |  |   |
|  | ON NEXT PAGE   |   |  |   |

## REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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7.  
ITEM  
NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9. GRS OR  
SUPERSEDED  
JOB  
CITATION10. ACTION  
TAKEN  
(NARS USE  
ONLY)Disposition

- a. Allotment documents: Destroy after 3 years.
- b. Duplicate copies of disbursement vouchers: Destroy after 1 year, ~~or when no longer needed for current operations~~ whichever is later.
- c. Checklistings for card checks: Destroy after 1 year.
- d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.
- e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from USAFAC.
- f. Copies of outstanding depository checks: Destroy when the checks have been paid or the proceeds thereof have been transferred to account 20 X 6045.
- g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.
- h. MAP order fund transactions: Destroy after 4 years.
- i. Copies of HHG orders and HHG bills of lading: Destroy after 4 years.
- j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.
- k. Other documents: Destroy 3 years after cut off except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception, and then destroyed.

change made  
with Army  
concurrency