

## GENERAL RECORDS SCHEDULE 1.1: Financial Management and Reporting Records

This schedule covers records created by Federal agencies in carrying out the work of financial management: procuring goods and services, paying bills, collecting debts, accounting for all financial transactions, and monitoring agencies' net worth. It does not apply to copies of records forwarded to the Department of Treasury or the Office of Management and Budget in fulfillment of reporting requirements. These forwarded copies serve unique business purposes at those agencies and are therefore scheduled separately as records of OMB and Treasury.

This schedule covers financial management records of grants and cooperative agreements but does not cover administrative records of such grants and agreements. These administrative records are covered in GRS 1.2.

This schedule covers financial transactions and reporting but not overall planning for finance. These records are covered under GRS 1.3.

This schedule covers contract records maintained by Federal agencies but not records maintained by contractors, which are governed by 48 CFR 4, subpart 4.7.

This schedule covers financial transactions as an administrative function common to all agencies, but not administrative records documenting unique agency missions, such as student loan collection or seeking reimbursement for Superfund cleanups.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
001	<p><b>Financial management and reporting administrative records.</b> Records related to managing financial activities and reporting. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• subject files</li> <li>• feeder reports</li> <li>• workload management and assignment records</li> </ul>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	<p>DAA-GRS-2016-0013-0001</p>
010	<p><b>Financial transaction records related to procuring goods and services, paying bills, collecting debts, and accounting.</b> Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.</p>	<p><b>Official record held in the office</b></p> <p><b>Temporary.</b> Destroy 6 years after final payment or cancellation, but</p>	<p>DAA-GRS-2013-0003-0001</p>

Item	Records Description		Disposition Instruction	Disposition Authority
	<p>Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.</p>	<p><b>of record.</b></p>	<p>longer retention is authorized if required for business use.</p>	
011	<p><b>Procuring goods and services</b> is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the Federal Government. <b>Paying bills</b> means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:</p> <ul style="list-style-type: none"> <li>• contracts</li> <li>• requisitions</li> <li>• purchase orders</li> <li>• interagency agreements</li> <li>• Military Interdepartmental Purchase Requests (MIPRs)</li> <li>• printing requisitions to the Government Printing Office</li> <li>• memoranda of agreement specifying a financial obligation</li> <li>• solicitations/requests for bids, quotations or proposals for contracts and competitive grants</li> <li>• proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants</li> <li>• contingent fee justifications</li> <li>• legal and financial instruments such as bond and surety records</li> <li>• FAIR Act (A-76) records linked directly to specific procurement actions</li> <li>• credit card/purchase card/charge card statements and supporting documentation</li> <li>• vendor tax exemption records</li> <li>• invoices</li> <li>• leases</li> <li>• recurring financial transactions such as utility and communications invoices</li> <li>• documentation of contractual administrative requirements submitted by contractors such as status reports</li> <li>• correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list</li> <li>• records of financing employee relocations</li> </ul>	<p><b>All other copies.</b> Copies used for administrative or reference purposes</p>	<p><b>Temporary.</b> Destroy when business use ceases.</p>	<p>DAA-GRS-2013-0003-0002</p>

Item	Records Description	Disposition Instruction	Disposition Authority
	<p><b>Collecting debts</b> includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:</p> <ul style="list-style-type: none"> <li>• records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including:                             <ul style="list-style-type: none"> <li>○ cash register transaction records</li> <li>○ credit card and charge cards receipts</li> <li>○ records documenting deposits</li> <li>○ records documenting allocation of fees to funds/accounts</li> <li>○ deposit lists and logs</li> <li>○ customer orders</li> <li>○ revolving fund records</li> </ul> </li> <li>• fee and fine collection records</li> <li>• garnishments</li> <li>• sale of excess and surplus personal property</li> <li>• fee or rate schedules and supporting documentation</li> <li>• out-leases of Federal property</li> <li>• debt collection files and cash receipts</li> <li>• writeoffs</li> <li>• copies of checks</li> <li>• payment billing coupons</li> <li>• letters from lenders</li> <li>• payment records</li> <li>• money orders</li> <li>• journal vouchers</li> <li>• collection schedules</li> </ul> <p><b>Accounting</b> is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency’s resource allocation priorities. Accounting records include those such as:</p>		

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	<ul style="list-style-type: none"> <li>• accountable officers' records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians. Includes:                             <ul style="list-style-type: none"> <li>○ statements of transactions</li> <li>○ statements of accountability</li> <li>○ collection schedules and vouchers</li> <li>○ disbursement schedules and vouchers</li> </ul> </li> <li>• vouchers</li> <li>• certificates of closed accounts</li> <li>• certificates of periodic settlements</li> <li>• general funds files</li> <li>• general accounting ledgers</li> <li>• appropriation, apportionment, and allotment files</li> <li>• posting and control files</li> <li>• bills of lading</li> <li>• transportation and travel requests, authorizations, and vouchers</li> <li>• commercial freight vouchers</li> <li>• unused ticket redemption forms</li> </ul> <p><b>Legal citation:</b> 28 U.S. Code 2401(a)</p> <p><b>Note 1:</b> Procurement and other financial files that stand out because of high dollar value, media attention, historical value, research value, or other extenuating circumstances may have permanent value. Agencies that believe they hold such files should submit a records schedule to NARA.</p> <p><b>Note 2:</b> Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be reviewed and scheduled appropriately by the agency 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.</p> <p><b>Note 3:</b> The Comptroller General has the right to require an agency to retain any portion of these records for a period of up to 10 years.</p>		

Item	Records Description	Disposition Instruction	Disposition Authority
	<p><b>Note 4:</b> Agencies must offer any records created prior to January 1, 1933, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p>		
012	<p><b>Bids and proposals neither solicited nor accepted.</b> Bids and proposals that are both unsolicited and the subject of no further agency action.</p>	<p><b>Temporary.</b> Destroy when no longer required for business use.</p>	<p>DAA-GRS-2016-0001-0001</p>
020	<p><b>Records supporting compilation of agency financial statements and related audit, and all records of all other reports.</b> Includes records such as:</p> <ul style="list-style-type: none"> <li>• schedules and reconciliations prepared to support financial statements</li> <li>• documentation of decisions re accounting treatments and issue resolutions</li> <li>• audit reports, management letters, notifications of findings, and recommendations</li> <li>• documentation of legal and management representations and negotiations</li> <li>• correspondence and work papers</li> <li>• interim, quarterly and other reports</li> </ul>	<p><b>Temporary.</b> Destroy 2 years after completion of audit or closure of financial statement /accounting treatment/issue, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0003-0011</p>
030	<p><b>Property, plant and equipment (PP&amp;E) and other asset accounting.</b> Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency’s annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&amp;E, such as:</p> <ul style="list-style-type: none"> <li>• purchase orders and contracts</li> <li>• invoices</li> <li>• appraisals</li> <li>• costing and pricing data</li> <li>• transactional schedules</li> <li>• titles</li> <li>• transfer, acceptance and inspection records</li> <li>• asset retirement, excess and disposal records</li> <li>• plant account cards and ledgers pertaining to structures</li> </ul>	<p><b>Temporary.</b> Destroy 2 years after asset is disposed of and/or removed from agency’s financial statement, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2013-0003-0004</p>

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	<ul style="list-style-type: none"> <li>• correspondence and work papers</li> </ul> <p><b>Exclusion:</b> Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), are not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule.</p>		
040	<p><b>Cost accounting for stores, inventory, and materials.</b> Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:</p> <ul style="list-style-type: none"> <li>• invoices or equivalent papers used for inventory accounting purposes</li> <li>• inventory accounting returns and reports</li> <li>• working files used in accumulating inventory accounting data</li> <li>• plant account cards and ledgers, other than those pertaining to structures</li> <li>• cost accounting reports and data</li> <li>• depreciation lists/costs</li> <li>• contractor cost reports re contractor-held-government-owned materials and parts</li> <li>• receiving, inspection, and acceptance documentation</li> </ul>	<p><b>Temporary.</b> Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0003-0012
050	<p><b>Construction contractors' payroll files.</b> Agency copy of contractors' payrolls for construction contracts submitted in accordance with Department of Labor regulations, with related certifications, anti-kickback and other affidavits, and other related papers.</p>	<p><b>Temporary.</b> Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0003-0003

Item	Records Description	Disposition Instruction	Disposition Authority	
060	<p><b>Contract appeals case files.</b> Records of contract appeals arising under the Contracts Dispute Act. Includes:</p> <ul style="list-style-type: none"> <li>• notice of appeal</li> <li>• acknowledgment of notice</li> <li>• correspondence</li> <li>• copies of contracts, plans, specifications, exhibits, change orders, and amendments</li> <li>• hearing transcripts</li> <li>• documents received from concerned parties</li> <li>• final decisions</li> <li>• other related papers</li> </ul>	<p><b>Temporary.</b> Destroy 1 year after final resolution, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0003</p>	
070	<p><b>Vendor and bidder information.</b> Documentation of approved, suspended, and debarred vendors and bidders.</p>	<p><b>Records of suspensions and debarments for violation of the Drug-Free Workplace Act.</b></p>	<p><b>Temporary.</b> Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0004</p>
071		<p><b>Records of all other suspensions and debarments and all approved vendors and bidders.</b></p>	<p><b>Temporary.</b> Destroy 3 years after removal from approved status, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0001-0005</p>
080	<p><b>Administrative claims by or against the United States.</b> Records of monetary or property claims <i>by</i> the United States subject to the Federal Claims Collection Standards, completed or closed by:</p> <ul style="list-style-type: none"> <li>• payment in full</li> </ul>	<p><b>Temporary.</b> Destroy 7 years after final action, but longer</p>	<p>DAA-GRS-2017-0005-0001</p>	

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	<ul style="list-style-type: none"> <li>• compromise agreement</li> <li>• termination of collection action</li> <li>• determination that money or property is not owed to the United States</li> <li>• approval or denial of claim waiver for erroneous payment of pay, travel, or relocation expenses to a civilian Federal employee or a member or former member of the uniformed services or the National Guard</li> <li>• lifting of court order</li> </ul> <p>Also, records of monetary claims <i>against</i> the United States, completed or closed by:</p> <ul style="list-style-type: none"> <li>• disallowance in full</li> <li>• allowance in full or in part with final payment awarded</li> <li>• settlement, compromise, or withdrawal</li> <li>• lifting of court order</li> </ul> <p><b>Legal Citations:</b>            31 CFR 900-904            28 U.S.C. 2401            28 U.S.C. 2415(a)            31 U.S.C. 3716(c)            31 U.S.C. 3716(e)</p>	<p>retention is authorized if required for business use.</p>	
090	<p><b>Government purchase card and travel credit card application and approval records.</b>            Applications by employees for Government credit cards issued in card-holder's name, whether for official travel expenses or for purchasing goods and services. May include:</p> <ul style="list-style-type: none"> <li>• application for credit card</li> <li>• credit release form</li> <li>• applicant credit report</li> <li>• cardholder agreement</li> <li>• acknowledgement of responsibilities and penalties for misuse</li> <li>• approving official agreement</li> <li>• certificate of appointment (warrant)</li> <li>• card training certificate</li> </ul>	<p><b>Temporary.</b>            Destroy upon card holder separation or when card is returned to office and destroyed, as appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2018-0003-0001</p>
100	<p><b>Small and Disadvantaged Business Utilization records.</b></p>	<p><b>Temporary.</b>            Destroy when 3 years old, but</p>	<p>DAA-GRS-2018-0003-0002</p>



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	<p>Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented). Includes:</p> <ul style="list-style-type: none"> <li>• inquiries or assistance requests from industry or the general public regarding small business contracting, subcontracting, or other funding opportunities</li> <li>• materials negotiating and promoting small business contracting goals</li> <li>• records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies</li> <li>• event evaluations, surveys, and other customer feedback</li> <li>• reviews of proposed agency acquisitions for bundling and small business contracting opportunities</li> <li>• spending management and goals</li> <li>• forecasting and studies</li> <li>• subcontracting and performance reports</li> <li>• data reported to and gathered from central reporting systems [<i>Note: the systems are scheduled by their owners, not the GRS</i>]</li> <li>• program director’s recommendations to contracting officers regarding awards</li> <li>• complaints and responses to them</li> <li>• Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies</li> <li>• records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information</li> <li>• communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2)</li> <li>• correspondence</li> </ul>	<p>longer retention is authorized if required for business use.</p>	