

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JUL 29 1974	JOB NO.
DATE APPROVED NC - 136 - 75-2	
CONGRESSIONAL AUTHORIZATION	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-12-74 Date	James B. Rooks Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture
2. MAJOR SUBDIVISION
Agricultural Marketing Service
3. MINOR SUBDIVISION
Paperwork Planning & Admin. Services Division, Systems Branch
4. NAME OF PERSON WITH WHOM TO CONFER
William C. Hauser
5. TEL. EXT.
447-7965
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 described on this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

7-24-74 (Date) *William C. Hauser* (Signature of Agency Representative) Head, Records Management Staff (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Disposal schedule for Financial Services Division - Automated Accounting System. Part A - Source Documents Part B - Computer Output (paper) Part C - Magnetic Tapes and Disk Packs To be submitted separately as part of this schedule will be: Part D - Other Financial Records Part E - External Reports Part F - Budget Records When finally developed this schedule will supersede the Financial Management portion of NN-171-146.		

*Copy to Agency 9/14/74
Copy to Field 9/20/74*

PART A. SOURCE DOCUMENTS

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
	<p>FINANCIAL SERVICES DIVISION AUTOMATED ACCOUNTING SYSTEM</p> <p>This disposal schedule is developed around the automated accounting system. GAO site audit records are identified by appropriate subsystem. The Financial Services Division will maintain the AMS record copy of all documents used in or created by the AMS Accounting System except as noted in the schedule. Those records identified as GAO site audit records will be maintained separately from other fiscal records and will be designated as the "GAO site audit collection". Retention schedules prescribed herein will be applied to the GAO collection as well as other Agency Fiscal records.</p> <p style="text-align: center;"><u>RECEIVABLES SUBSYSTEM</u></p> <p>This system provides a daily posted transaction file of billings, collections, and accounts receivable.</p>			
1	<p>Billing documents consisting of Certificates for Inspection, Grading, Acceptance and Classing Service, Requests for Inspection, Grading, Acceptance and Classing Service. <u>Detail Listing Sheets only for:</u></p> <ul style="list-style-type: none"> -Futures -Licensing (Note: Field Offices and CRC's submitting DLS's ^{only} retain one copy of DLS with backup material.) -Reviews -Sales -Rewrites -Classing -Rental Fees <p>Statements of charges - Field billing for</p> <ul style="list-style-type: none"> -Certificates -Services -Standards <p>Laboratory services and analysis State trust billings</p>	<p>FSD and PYD (Poultry Div.) 10 years 3 mos.</p> <p>Field Offices and CRC's (Cost Center) submitting DLS's only 10 years 3 mos.</p>	<p>After GAO Site Audit, or after 3 yrs, whichever is sooner. After GAO Site Audit, or after 3 yrs, whichever is sooner.</p>	3 years

Part A - Source Documents

PART A. SOURCE DOCUMENTS (Continued)

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
1 cont.	Billing document stubs for: -Inspection Service -Grading Service -Acceptance Service -Plant Surveys -Market News Cooperative Agreements			
2	Collection documents, consisting of Detail Listing Sheets for: -Field Collections (<u>Checks, cash, or Money Orders</u>) -Activities -Sales -Classing -Billing Statements Accounting Authorization and Classification (Apron) for: -Warehouse examinations <u>PAYABLES SUBSYSTEM</u> This subsystem processes all obligation and expenditure documents.	FSD and PYD, 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	3 years
3	Obligation documents, consisting of Purchase Orders (obligating copy), FEDSTRIP requisitions Requests for training and Interagency training, accounting authorization and classification (apron) for: -Motorpool estimates -Copies of sales slips -Credit card purchases -Travel requests, estimates, and vouchers -Cash collections -Cooperative Agreements and Contracts -Central Supply and telephone bills -Section 32 Export and Division Programs	FSD 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	3 years
4	Receiving documents, consisting of Purchase Order (receiving copy). Accounting authorization and classification (apron) for: -Travel Requests	FSD 10 years 3 mos.	After GAO Audit, or after 3 yrs, whichever is sooner.	3 years

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5	<p>Invoice documents, consisting of Vendor invoices, GSA FEDSTRIP bills, Central Supply bills. Accounting authorization and classification (apron) for:</p> <ul style="list-style-type: none"> -Interdivisional laboratory Services -Estimates Revenues -Program Data -Payables <p style="text-align: center;"><u>PAYROLL SUBSYSTEM</u></p> <p>This subsystem receives data directly from USDA's automated payroll system operated by Management Data Service Center ^(MDSC) in New Orleans, Louisiana.</p>	FSD 10 years 3 mos.	After GAO Site Audit, <i>or after 3 yrs, whichever is sooner.</i>	3 years
6	<p>Time and Attendance Report (AD-402) This includes general material on all types of absence and leave as well as correspondence with MDSC and other offices on leave discrepancies and their correction.</p> <p style="text-align: right;"><i>a.</i></p> <p>Time and Attendance Transmittal Report (AD-342) Other material on preparing and processing not included in "MODE Procedures T & A Report Handbook".</p> <p style="text-align: center;"><u>PROPERTY SUBSYSTEM</u></p> <p>This subsystem maintains asset records for property management and computes depreciation on capitalized assets.</p>	Record copy is submitted direct to MDSC	N/A	Offices which maintain leave supporting documents, <u>3 leave years</u>
		<i>b.</i>	N/A	All other offices, <u>1 leave yr.</u>
		<i>c.</i>	N/A	<u>6 pay periods</u>
7	<p>Receiving reports indicating</p> <ul style="list-style-type: none"> -Assets acquired -Assets purchased 	FSD 10 years 3 mos.	After GAO Site Audit, <i>or after 3 yrs, whichever is sooner.</i>	3 years
		<i>d.</i>	3 years	N/A

PART B - COMPUTER OUTPUT (Paper)

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
<u>RECEIVABLES SUBSYSTEM</u>				
1	Applicant invoices (bills) AMS - 547 Copy #1 - Charge copy Copy #2 - Credit copy	FSD 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	N/A
2	Certificate of deposit	FSD 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	N/A
<u>PAYABLES SUBSYSTEM</u>				
3	Fund transfer reports	FSD 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	N/A
4	Schedule of payments	FSD 10 years 3 mos.	After GAO Site Audit, or after 3 yrs, whichever is sooner.	N/A
5	Report of TR's issued	Destroy After GAO Site Audit	N/A	N/A
6	Outstanding obligations report	Destroy After GAO Site Audit	N/A	N/A
7	Listing of AMS vendors	Destroy when superseded	N/A	Destroy when superseded
<u>PROPERTY SUBSYSTEM</u>				
8	Quarterly depreciation and changes in fixed assets report	FSD 1 year	N/A	Destroy when no longer needed.
9	Annual property	FSD 1 year ASD retain record copy	N/A	Destroy when no longer needed.
10	Periodic Property Listing	N/A	N/A	ASD Destroy when no longer needed.

Part B - Computer Output (Paper)

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
	<u>COST REPORTING SUBSYSTEM</u>			
	The primary function of this subsystem is to produce reports which reflect costs and revenues associated with each Cost Responsibility Center (CRC) and each subcenter (SC)	FSD		
11	Detailed cost listing report	3	N/A	OR 3A Destroy when no longer needed.
12	Outlay Report	3	N/A	"
13	CRC Report	3	N/A	"
14	CRC Summary Report	3	N/A	"
15	Subcenter Payroll Report	3	N/A	"
16	Trust Fund Income Report	3	N/A	3
17	Division Program Report	3	N/A	3
18	Program Report	3	N/A	N/A
19	General Ledger History	3	N/A	N/A
20	List of Overdue Accounts	Destroy when superseded	N/A	Destroy when no longer needed.
21	Outstanding Obligations	3	N/A	3
22	Outstanding Certificates	3	N/A	3
23	Applicant Master Listing	Destroy when superseded	N/A	Destroy when no longer needed.
24	Vendor Master Listing	"	N/A	"
25	Status of Travel Advances	"	N/A	"
	<u>GENERAL LEDGER SUBSYSTEM</u>			
	The purpose of this subsystem is to maintain the status of all AMS accounts.	FSD		
26	Trial Balance Report	3	N/A	N/A

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27	Balance Sheet	3	N/A	Destroy when no longer needed. "
28	Obligation Report	3	N/A	
29	Budget Reporting Subsystem Reports. which include: -Status of Obligations -Taxpayer Tables -Sources of Revenue -Cost Rates Report -Obligation Rate Report -Personnel Data Report -Obligation Reconciliation Report	3	N/A	

PART C - MAGNETIC TAPES AND DISK PACKS

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
<i>Part C - Magnetic Tapes and Disk Packs</i>	RAW INPUT FILE (CARDS TRANSMITTED TO DISKS)	TSD		
	A. Error Correction Cards Correction cards entered into the suspense update program, make proper updates to the suspense file and perform batch checks to insure that correction is successful.	180 days	-	-
	B. Maintenance File Update Cards Update the Certificate Accountability file, Applicant and Vendor Master files.	180 days	-	-
	C. Header Batches, Keytape Batches with Header Cards These are checked by the Batch Validation program for batch errors. A batch error is detected if the total of the control amount field in the data records does not equal the control total in the batch header card.	180 days	-	-
2	WORK FILES (DISKS) All work files and sort files in validation, payables, receivables, property, maintenance, distribution, cost and general ledger are created and used in their respective steps in the Daily Accrual Accounting System.	24 - 48 hours	-	-
3	COMMUNICATION FILES (DISKS) The files are opened, created or modified daily and are used throughout the Daily Accrual Accounting System.	30 days	-	-
4	MASTER FILES (DISKS) Master files are updated and modified throughout the Daily Accrual Accounting System. The files are used for Subsystems, Monthlies, and Quarterlies.			
	A. Payables Master File	1 FY	-	-
	B. Receivables Master File	1 FY	-	-

PART C - MAGNETIC TAPES AND DISK PACKS (Continued)

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
		OFFICE OF PRIMARY RESPONSIBILITY	TRANSFER TO FRC AFTER (Years)	ALL OTHER OFFICES
	C. Cost Master File	90 days	-	-
	D. General Ledger Master File	90 days	-	-
5	SUSPENSE FILES (DISKS)			
	The Error Suspense File is a file of batches of records awaiting correction in Validation.	Clear when error validation.		passes
6	HISTORY FILES (DISKS)			
	The General Ledger History file is created from the General Ledger Communication tape. The file is sorted and posted into the posting program which updates the designated accounts in the general ledger master file for any records which have activity this accounting period.	24 - 48 hours		
7	PAYROLL TAPE FROM MDSC			
	The New Orleans Payroll tape data is transmitted to a magnetic tape at the Hyattsville terminal. The tape data at Hyattsville is then processed, creating files for the respective Monthly Accounting Reports.	90 days Blank and reuse.	-	-
8	CHECK TAPE TO TREASURY (TREASURY TAPE)			
	Invoice and voucher transactions, which come from automated external input, are grouped by vendor or employee. For both outside vendors and employees magnetic tape check records are created.	30 days Blank and reuse.	-	-
9	TRANSACTION CODE SUMMARY TAPE (FROM RECEIVABLES)			
	Maintain up-to-date records of the status of each AMS applicant account by their transaction codes.	18 months Blank and reuse.		
10	GENERAL LEDGER HISTORY TAPE			
	A. Daily			
	The General Ledger History Tape is produced from the receivables, payables, property, payroll and validation subsystem which are sorted into subcenter number sequence.	Blank 6 months after merge into monthly tape.		

PART C MAGNETIC TAPES AND DISK PACKS (continued)

ITEM NO.	TITLE, DESCRIPTION, AND FILING INSTRUCTIONS	TOTAL RETENTION PERIOD BY AMS & FRC		
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	<p>B. Monthly</p> <p>The General Ledger History Tapes that are created from the first of the month thru the last day of the month are merged onto a magnetic tape.</p>		Blank 6 months after merge into quarterly tape	
	<p>C. Quarterly</p> <p>The monthly General Ledger History tapes are merged onto a magnetic tape.</p>	3 FY Blank and reuse.	-	-
11	<p>THE GENERAL LEDGER COMMUNICATIONS TAPE</p> <p>A. Daily</p> <p>The General Ledger Communications tape is produced from the receivables, payables, property, payroll and validation subsystem which are sorted into subcenter number sequence.</p>	180 days Blank and reuse.	-	-