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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO N1-40-87-3 | DATE RECEIVED 1-13-87 |
| 1 FROM <i>(Agency or establishment)</i> U.S. Department of Commerce | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Office of the Secretary | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. | |
| 3 MINOR SUBDIVISION Management and Information Systems | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Sherry Cage | 5 TELEPHONE EXT. 377-4217 | DATE 7-10-87 | ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</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 _____ 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 1/8/87 | C SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel Rooney</i> | D TITLE Departmental Records Management Officer |
|-------------------------|--|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
| | <p align="center">MANAGEMENT SERVICE CENTER</p> <p>The Management Service Center (MSC) was established August 16, 1984, to consolidate the accounting and financial management services functions of the former Office of Financial Operations and Travel Management.</p> <p>The functions of MSC are:</p> <ol style="list-style-type: none"> Provide Department-wide personnel, payroll, and administrative payments services through the operation and maintenance of centralized automated systems. Provide consultative support to Department clients regarding services provided by the centralized automated system. Perform functional responsibilities for payroll, travel, and other administrative payments systems consisting of: data processing support, data entry, voucher and document audit, accounting and information reporting, payment certification and disbursement, inquiry services, and other activities relating to the operations of centralized payments systems. Provide accounting and financial management services to the Office of the Secretary and selected operating units. <p><i>copies to agency and NNF 7/13/87 R Wood</i></p> | | <i>24 items</i> |

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1. Director's Subject Files. Letters, memorandums, reports, and other correspondence documenting the activities of the Director and immediate staff in managing the Management Service Center and its programs.

Start a new file each year. Destroy when 5 years old.

2. Program Subject Files. Files consist of documentation originated and/or maintained by subordinate staff necessary in the administration of MSC's programmatic functions and responsibilities. Subjects include travel, transportation, administrative payments, budget, and procurement.

Start a new file each year. Destroy when 5 years old.

~~3. Administrative Subject Files. Correspondence pertaining to internal housekeeping activities, such as time and attendance, travel, training, budget, and requisitions for services and supplies.~~

~~Destroy when 2 years old.~~

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4. Chronological Files. Extra copies of documents originated and/or signed by Management Service Center officials and maintained solely for convenience of reference.

Destroy when 2 years old.

~~5. Tickler Files. Action items or tracking documents that have due dates and/or require follow-up.~~

~~Destroy when no longer needed.~~

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>6. Correspondence Control Log. Log used to track and control all correspondence assigned to subordinate Divisions for reply. Arranged by due date.</p> <p style="text-align: center;">Delete from log after final reply.</p> | GRS 23/5 | |
| | <p>7. <u>Administrative Payments Computer Printout Status Reports.</u> Printouts which details status of specific administrative payments activities. Payroll, Travel, Fedstrip, Purchase Orders, Transportation, Imprest Fund, reports are generated at specified intervals.</p> <p style="text-align: center;">Purge when superseded or when no longer needed.</p> | | |
| | <p>8. <u>Weekly Activity Report Files.</u> Weekly activity report submitted to the Director, MIS, weekly. Details MSC's activities, accomplishments, and contacts. Supporting division reports are consolidated and condensed to produce the final report.</p> <p style="text-align: center;">Destroy when 2 years old.</p> | | |
| | <p>9. <u>Administrative Control Logs.</u> Records used as posting, control, and/or tracking media for requested and required MSC administrative services. Files contain control sheets, correspondence and applicable requisitions on purchase orders, travel, training, etc.</p> <p style="text-align: center;">Destroy when 3 years old.</p> | | |
| | <p>10. <u>Reference Files.</u> Hard bound books, manuals, Treasury's Federal Manual, GAO titles, and similar materials used as reference.</p> <p style="text-align: center;">Destroy when superseded, cancelled, no longer needed.</p> | GRS 23/6 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>11. <u>Monthly Interest Penalty Reports.</u> Computer generated summary reports containing information by Bureau and reason for penalty for all late payments made during a given month. Also contains year-to-date figures used to compile Prompt Payment Reports in accordance with the Prompt Payment Act.</p> <p style="padding-left: 40px;">Destroy when 6 months old.</p> | | |
| | <p>12. <u>Monthly Discount Loss Interest Penalty Reports.</u> Reports detailing interest lost due to late payment of accounts due to vendors and others.</p> <p style="padding-left: 40px;">Destroy when no longer needed.</p> | | |
| | <p>13. <u>Quarterly and Annual Prompt Payment Reports.</u> Reports of interest penalties paid on late payments, compiled from Monthly Interest Penalty Reports, Discount Loss, and Late Payment Summary Reports. Report is generated manually for transmittal to the Department of Treasury.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> | | |
| | <p>14. <u>Cash Management Plan Files.</u> Files consist of incoming and outgoing correspondence, background material, yearly cash management initiative plans, yearly consolidated cash management action plans, and quarterly cash management accomplishment plans.</p> <p style="padding-left: 40px;">Start a new file each year. Destroy when 5 years old.</p> | | |
| | <p>15. <u>Annual Cash Management Review Files.</u> Files consist of transmittal correspondence, worksheets, cash flow reports, cash flow pipelines, analysis reports and other correspondence originated as the result of annual reviews of the cash management program.</p> <p style="padding-left: 40px;">Destroy final report when 6 years old. Destroy background material when 1 year old.</p> | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>16. <u>United Benefits Life Insurance Company Reports (UBLIC)</u>. Computer print-out generated for each bi-weekly and semi-weekly pay period which itemizes employee deductions for life insurance coverage.</p> <p>Destroy when 3 years old.</p> | GRS 2/22 | |
| | <p>17. <u>Quarterly Income Tax Reports</u>. Reports of Federal income taxes paid to the Treasury Department. File contains deposit slip and a copy of the quarterly report. The original report is submitted to the Treasury Department.</p> <p>Destroy when 4 years old.</p> | GRS 2/18 | |
| | <p>18. <u>Annual Workyear Reports</u>. Reports of work years, personnel costs, and leave used and earned.</p> <p>Destroy when 2 years old.</p> | GRS 2/17 | |
| | <p>19. <u>Annual Waiver of Claims for Erroneous Payment of Pay and Allowances File</u>. Documentation submitted by Bureaus and consolidated into a annual report sent to the General Accounting Office.</p> <p>Destroy when 3 years old.</p> | | |
| | <p>20. <u>DEBT Data Report</u>. System generated report by Bureau and appropriation which reflects pertinent budget data plan of utilization, obligations to-date, and other applicable budget figures.</p> <p>Destroy when 1 year old.</p> | | |
| | <p>21. <u>Monthly In-house Collections Report</u>. Consolidated report of total collections including both payments and SF 1098s.</p> <p>Destroy when no longer needed.</p> | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| 22. | <p><u>Disbursement Run Report (DSB00).</u> System generated printout used to reconcile daily disbursement tape before submission to Treasury. Print-out backs up all SF 224 activity, the trial balance and any other requested payments to be made by the five regions.</p> <p>Dispose 1 year after reconciliation.</p> | | |
| 23. | <p><u>Site Audit Records.</u> Accountable officer's accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basis financial transaction, money received and money paid out or deposited in the course of operation of the agency.</p> <p>Site audit records include, but are not limited to, Standard Forms, Optional Forms and equivalent agency forms which document the basic financial transaction.</p> <p>SF 215, Deposit Ticket SF 224, Statement of Transactions SF 1047, Public Voucher for Refunds SF 1080, Voucher for Transfer Between Appropriations and/or Funds SF 1081, Voucher and Schedule of Withdrawals and Credits SF 1095, Schedule of Cancelled Checks SF 1098, Schedule Voucher for Transportation Charges</p> | GRS 6/1 | |

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| | <p>SF 1129, Reimbursement Voucher SF 1166, Voucher and Schedule of Payments</p> <p>Original Certified Copy - Destroy 6 years and 3 months after period covered by account.</p> <p>Other Copies - Destroy when 1 year old or sooner if no longer needed.</p> | | |
| | <p>24. <u>Master Payroll File.</u> System generated payroll summary report.</p> <p>Destroy after GAO audit or when 3 years old which ever is sooner.</p> | GRS 2/14 | |
| | <p>25. <u>Supplemental Payroll Adjustment.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>a. Reports and data use for workload and personnel management purposes. Destroy when 2 years old.</p> <p>b. All other reports and data.- Destroy when 3 years old.</p> | GRS 2/17 | |
| | <p>26. <u>City and State Tax Payments Files.</u> Reports of withheld taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.</p> <p>Destroy when 4 years old.</p> | GRS 2/18 | |
| | <p>27. <u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, releases, and other forms and records relating to charges against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.</p> <p>Destroy when 3 years old.</p> | GRS 2/23 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>28. <u>Purchase Order Worksheets.</u> Worksheets for money returned because of incorrect address or erroneous payment.</p> <p>Destroy when 2 years old.</p> | | |
| | <p>29. <u>Internal Control Log.</u> Log used to track and control manual pay schedule numbers.</p> <p>Start a new file each fiscal year. Destroy when 2 years old.</p> | GRS 23/5 | |
| | <p>30. <u>Reimbursement Files.</u> Documents and supporting records relating to reimbursement for expenditures. File consists of worksheets, batch control sheet, Collections for deposit register, deposit slips, copies of refund checks, SF 1047 "Public Voucher for Refunds," and any other applicable material.</p> <p>Start a new file each fiscal year. Destroy 6 years 3 months after the period of the account.</p> | GRS 6/1 | |
| | <p>31. <u>Master Administrative Billings and Collection Report (BLAD).</u> System generated master report which consolidates all BLAD reports for bills and collections under MSC jurisdiction. Produced twice weekly and used for verification of all accounting functions.</p> <p>Destroy 6 months after verification.</p> | | |
| | <p>32. <u>Internal Accountability Control Files.</u> Files used to verify manual processing against electronic processing to reduce error margin for external and internal accounting reports.</p> <p>Destroy when no longer needed.</p> | GRS 23/5 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>33. <u>Employee Locator Files.</u> System generated reports of all employees being serviced by MSC. Report contain employee number, organizational code, social security number, project number, salary and batch number.</p> <p style="text-align: center;">Destroy when 2 years old.</p> | | |
| | <p>34. <u>Organization Code Direction Files.</u> System generated reports by organizational code, which support the Employee Locator Files.</p> <p style="text-align: center;">Destroy when no longer needed.</p> | | |
| | <p>35. <u>Certificates of Deposit Files.</u> Documentation on deposits made to the U.S. Treasury General Account for travel, transportation, payroll, and purchase order transactions. Files consist of SF 215's including confirmed copy with bank receipt attached, SF 1098's, worksheets, control logs, and other pertinent material.</p> <p><i>Start a new file each fiscal year. Destroy 6 years 3 months after Destroy when 3 years old. the period of the account</i></p> | GRS 6/1a | |
| | <p>36. <u>Monthly Check Register.</u> System generated report used as ledger to track and record all accounts receivable.</p> <p style="text-align: center;">Destroy when 3 years old.</p> | GRS 7/4a | |
| | <p>37. <u>Post-1956 Military Service Deposit Files.</u> Documentation on Credit for Military Service, such as SF 2803, OPM Form 1514, DD215, and other pertinent data.</p> <p style="text-align: center;">Destroy 3 years after separation, retirement, or death of employee, whichever is earliest.</p> | | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>38. <u>Military Service Retirement Deposit.</u> Documentation of activity for Post-1956 Military Service Deposits. File consist of system generated summary report, SF 2806 Post-1956 Request for Action requests, news acticles, pending documents and other pertinent information.</p> <p>Destroy when 3 years old.</p> | GRS 2/21a | |
| | <p>39. <u>Payroll Summary Report.</u> System generated report produced bi-weekly and semi-monthly which reflects gross monies expended and number of employees paid per organizational unit.</p> <p>Destroy when 2 years old.</p> | GRS 2/17 | |
| | <p>40. <u>Regional Log Record.</u> Log used to track and control monies paid out by each region for transportation, travel, purchase orders, and imprest fund.</p> <p>Destroy when 3 years old.</p> | GRS 7/4 | |
| | <p>41. <u>DISB 50.</u> System generated report for each region which reflects purchase orders and travel expenditures.</p> <p>Destroy when no longer needed.</p> | | |
| | <p>42. <u>Bridge Reports.</u> System generated reports of obligations by appropriation and object class. used to backup general ledger, preliminary cost statements, all batch runs, and other internal accounting reconciliations for administrative purposes.</p> <p>Destroy when 3 years old.</p> | GRS 7/1 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>43. <u>Reports on Budget Execution (SF 133).</u> Quarterly reports submitted to Departmental Budget Office for Office of the Secretary, USTTA, MBDA, BEA, Regional Development Programs, and Appalachian Regional Commission. File contains final report and all workpapers, in addition to apportionment schedules (SF 132) and Treasury warrant, and other pertinent data.</p> <p style="text-align: center;">Destroy 3 years after the end of the fiscal year.</p> | GRS 5/5 ^b | |
| | <p>44. <u>Reports on Obligations (SF 225).</u> Summaries of cumulative obligations by type of expense, travel, salaries, and transportation. Files consist of report and supporting workpapers.</p> <p style="text-align: center;">Destroy 3 years after the end of the fiscal year.</p> | GRS 5/5 ^b | |
| | <p>45. <u>Statement of Unexpended Balances of Appropriations and Funds.</u> Annual report to Treasury and supporting documentation.</p> <p style="text-align: center;">Destroy when 5 years old.</p> | GRS 5/5 | |
| | <p>46. <u>Statement of Financial Condition (SF 220).</u> Annual report of assets, liabilities, and equity accounts by appropriation. File includes SF 220, Schedules 1, 6 and 9 and other applicable data.</p> <p style="text-align: center;">Destroy when 5 years old.</p> | GRS 5/5 | |
| | <p>47. <u>Working Capital Fund Billing Files.</u> Documentation from the Working Capital Fund supporting in-house administrative payments for various Departmental services, non-governmental and other governmental agency services.</p> <p style="text-align: center;">Destroy 6 years and 3 months after period covered by account.</p> | GRS 6/1 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>48. <u>Appalachian Regional Commission Contract Files.</u> Case files containing application, contract, and other applicable documentation related to the administration of the Appalachian Regional Commission contract for accounting services.</p> <p>Destroy 6 ^{AND 3 MONTHS} years after completion of the ^{FINAL PAYMENT} contract.</p> | GRS 3/4a(1) | |
| | <p>49. <u>General Ledger Files.</u> Manual and system generated report showing all assets, liabilities and equities for the Office of the Secretary, USTTA, MBDA, BEA, Appalachian Regional Commission and the Regional Development Program.</p> <p>Destroy 6 years and 3 months after the close of the fiscal year involved.</p> | GRS 7/2 | |
| | <p>50. <u>Status of Foreign Accounts Receivable File (TFS-4503).</u> A quarterly report sent to Treasury. Information is consolidated from various feeder reports submitted from the Bureaus.</p> <p>Destroy when 3 years old.</p> | ██████████ | |
| | <p>51. <u>Federal Deposits in Minority Financial Institutions.</u> A quarterly report sent to Treasury and reflects consolidated information received from various Bureaus on deposits made to minority banking institutions.</p> <p>Destroy when 3 years old.</p> | ██████████ | |
| | <p>52. <u>Procurement Files.</u> Requisitions, purchase orders, contracts, correspondence, and other related papers pertaining to administration, award, receipt, and payment for goods and services.</p> <p>a. Receipts and related papers</p> <p>(1) Transactions of more than \$25,000.</p> <p>Destroy 6 years and 3 months after final payment.</p> | GRS 3/4 | |

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| | <p>(2) Transactions of less than \$25,000. Destroy 3 years after final payment.</p> <p>b. Obligation copy Destroy when funds are obligated.</p> <p>c. Other copies of records including system generated reports used for administrative purposes. Destroy when no longer needed.</p> | | |
| | <p>53. <u>Invoices Control Files.</u> Vendor invoices with related CD-406 for type 43 purchase orders as well as vendor invoices for type 40, 41, 42 purchase orders with related backup material. File includes paid and unpaid invoices. <i>6 YEARS and 3 months</i> Destroy 3 years after payment is made.</p> | GRS 3/4a(1) | |
| | <p>54. <u>Purchase Order Microform File.</u> Microform is formatted in purchase order number and by month. Destroy when superseded obsolete or when no longer needed.</p> | | |
| | <p>55. <u>Government Bills of Lading.</u> Bills for moving expenses and freight shipment and supporting papers. Cut off at end of fiscal year. Destroy when 3 years old.</p> | GRS 9/1 | |
| | <p>56. <u>Travel Service Files.</u> Documents relating to travel services, such as undeliverable vouchers for check adjustments, checks that are returned because of incorrect address or erroneous payment, and similar material. Destroy when 3 years old.</p> | GRS 9/4 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>57. Quarterly Report on Excessive Travel Advances. Summary report detailing excessive travel advances compiled from "List of Travel Advances Accounts with Outstanding Balances" report. File contains backup documents and final report.</p> <p style="text-align: center;">Destroy when 2 years old.</p> | GRS 9/5 | |
| | <p>58. Lost or Damaged Shipments Files. Schedules of valuables shipped, correspondence, memorandums, reports and other records relating to the administration of the Government Losses in Shipment Act.</p> <p style="text-align: center;">Destroy when 3 years old.</p> | GRS 9/2 | |
| | <p>59. Passenger Transportation Files. Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Issuing office memorandum copies.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>b. Obligation copy.</p> <p style="text-align: center;">Destroy when funds are obligated.</p> <p>c. Unused ticket redemption forms, such as SF 1170.</p> <p style="text-align: center;">Destroy when no longer needed for administrative use.</p> | GRS 9/3 | |
| | <p>60. Passenger Reimbursement Files. Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers</p> | GRS 9/4 | |

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| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
| | <p>documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p>a. Travel administrative office files. Destroy when 3 years old.</p> <p>b. Obligation copies. Destroy when funds are obligated.</p> | | |
| | <p>61. <u>General Travel and Transportation Files.</u></p> <p>a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule. Destroy when 2 years old.</p> <p>b. Accountability records. Destroy 1 year after all entries are cleared.</p> | GRS 9/5 | |