

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
U.S. Department of Commerce

2. MAJOR SUBDIVISION  
National Oceanic and Atmospheric Administration

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Annie Baker

5. TELEPHONE  
(301) 413 - 0612

LEAVE BLANK (NARA use only)

JOB NUMBER *NI-370-96-6*

DATE RECEIVED *7-9-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *5/14/97* ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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; or       has been requested.

DATE <i>7/3/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE NOAA's Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached records disposition schedules are for the Office of Finance and Administration:  Chapter 403.		

## APPENDIX TO NOAA FILING-DISPOSITION HANDBOOK

- 403-20 Refund files. Refund vouchers and supporting documents. Cut off at end of fiscal year when created. Annual blocks will be periodically transferred to the NRHA or FRC's as appropriate. Destroy 6 years and 3 months after the period of the account.
- 403-21 Tax Return files. Documents relating to tax returns prepared by NOAA for excise, civil aircraft, or similar taxes. Cut off at end of fiscal year when created. Annual blocks will be periodically transferred to the NRHA or FRC's as appropriate. Destroy 6 years and 3 months after the period of the account.
- 403-22 Claims files. Documents relating to payment for claims, and not otherwise described in this subfunction. Cut off at end of fiscal year when created. Annual blocks will be periodically transferred to the NRHA or FRC's as appropriate. Destroy 6 years and 3 months after the period of the account.
- 403-23 Certifying Officer Designation files. Documents designating certifying officers, and related papers. Includes signature cards. ★ Cut off when designation expires. Destroy 3 years later. ★
- 403-24 Cashier Designation and Imprest Control files. Documents designating (or requesting designation of) cashiers; changes in imprest funds; and related documents controlling imprest monies. Does not include payment vouchers and similar documents. ★ 1. Designations: Cut off when designation expires. Destroy 3 years later.  
2. Other files: Cut off at end of fiscal year when created. Destroy 3 years later. ★
- 403-25 Treasury Correspondence files. General correspondence with Treasury Dept. on matters such as non-receipt of checks, stopping payment on checks and similar matters. Cut off at end of fiscal year when created. Destroy 3 years later.
- 403-26 Accounting Coding Document files. Forms used to code information for entry in computer. Also related cover sheets. ★ Destroy after verification or when 6 months old, whichever is earlier. ★
- 403-27 Accepted Transaction Reports files. Reports on transactions which have been accepted into the system; includes weekly reports. ★ Destroy when 3 years old. ★
- 403-28 Cash and Document Status Report files. Reports on the status of documents in the system and on cash transactions. Does not include status of costs and obligations (see 404-05). ★ Destroy when 3 years old. ★
- 403-29 Miscellaneous Report files. Reports received on items such as inventories, depreciations, etc., by finance offices, and not otherwise described in this subfunction. Cut off at the end of fiscal year when created. Transfer to the FRC 1 year after cut off. Destroy 5 years after cut off.
- 403-30 Foreign Service Account files. Documents relating to foreign payments made by U.S. embassies and charged to NOAA funds. Includes SF-1221's and all supporting documents. 1. Record copy: Cut off at end of fiscal year when created. Destroy 6 years and 3 months later.  
2. Memorandum copies: Cut off at end of fiscal year when created. Destroy 3 years later.

5/14/97  
change in  
instruction  
approved  
by Annie  
Baker.  
Atty Gen