

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.	<i>NI-374-89-2</i>
1. FROM (Agency or establishment) Defense Nuclear Agency		DATE RECEIVED	<i>3/22/89</i>
2. MAJOR SUBDIVISION Command Services Directorate/Asst Dir for Log & Engr		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Support Services Division		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Pauline E. Korpanty	5. TELEPHONE EXT. 325-1162	DATE <i>6/15/89</i>	ARCHIVIST OF THE UNITED STATES <i>Claudia J. Steiner</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 1 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
3 Mar 89	<i>Pauline E. Korpanty</i>	DNA Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		9. GRS OR SUPERSEDED JOB CITATION
1	303 <u>FINANCE AND ACCOUNTING GENERAL OPERATIONS FILES</u>		NI-374- 81-13, 303
	303.06 <u>Johnston Atoll</u> PER DIEM. Established by the Per Diem and Allowance Committee upon the request of DNA.		ADDED - 303.06
	<u>Proposed Disposition</u> DESTROY 10 YEARS AFTER SUPERSESSION; REEVALUATE DISPOSITION 5 YEARS AFTER SUPERSESSION (FY 1988 BLOCK -- REANALYZE VALUE IN OCTOBER 1993; DESTROY, IF VALUE REMAINS SAME, IN OCTOBER 1998).		

303 FINANCE AND ACCOUNTING GENERAL OPERATIONS FILES. These files relate to general or miscellaneous finance and accounting functions including allocation, allotment, collection, and the management of miscellaneous funds and accumulate in (1) the Finance and Accounting Divisions of both Headquarters, DNA, and AFRRI; as well as (2) Comptroller, Field Command. (NC1-374-81-13, 303)

303.01 ALLOTMENT FILES. Documents relating to transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations, either through allotment or suballotment, and accumulated by fiscal administrative elements of DNA. (NC1-374-13, 303.01) (GRS 7, #3)

DESTROY 6 YEARS AND 3 MONTHS AFTER CLOSE OF FISCAL YEAR INVOLVED (i.e. FY 1988 TO BE DESTROYED IN JANUARY 1995).

303.02 IMPREST FUND ACCOUNT FILES. Documents accumulated by imprest fund cashiers which reflect the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officer which also reflect acknowledgment of return of funds and statement of balance. (NC1-374-81-13, 303.02) (GRS 7, #4a)

DESTROY WHEN 3 YEARS OLD (i.e. FY 1988 IN OCTOBER 1991).

303.03 ACCOUNTS RECEIVABLE/PAYABLE FILES. Cards and similar documents indicating the amount received in or disbursed to payees. (NC1-374-81-13, 303.03) (GRS 7, #4a)

DESTROY 3 YEARS AFTER LAST ENTRY ON CARD OR SIMILAR DOCUMENT (NOVEMBER 1988 BLOCK IN DECEMBER 1991).

303.04 RECORD OF TRAVEL PAYMENT FILES. Documents used to provide information concerning payment to individuals for official travel. (NC1-374-81-13, 303.03)

DESTROY 1 YEAR AFTER TRANSFER OF INDIVIDUAL OR TERMINATION OF SERVICE (ie. JANUARY 1989 BLOCK ON TRANSFERS OR TERMINATIONS IN FEBRUARY 1990).

303.05 AUTHORIZED TIMEKEEPER LIST FILES *(withdrawn) (NC1-374-81-13, 303.06)*

303.06 JA PER DIEM. *Johnston Atoll* Established by the Per Diem and Allowance Committee upon the request of DNA.

Proposed Disposition

~~DESTROY 10 YEARS AFTER SUPERSESSION; REEVALUATE DISPOSITION 5 YEARS AFTER SUPERSESSION (FY 1988 BLOCK REANALYZE VALUE IN OCTOBER 1993; DESTROY, IF VALUE REMAINS SAME, IN OCTOBER 1996).~~