

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

LEAVE BLANK	
JOB NO <b>NCI-374-81-12</b>	
DATE RECEIVED <b>2 OCT 1980</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3302a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

Defense Nuclear Agency

2. MAJOR SUBDIVISION

Personnel/Administration Directorate

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Pauline E. Korpanty

5. TEL. EXT.

325-7058

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
SEP 24 1980	<i>Pauline E. Korpanty</i>	Records Administrator		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			
302 (302)	INTEGRATED FINANCE AND ACCOUNTING FILES. These files relate to operations of finance and accounting offices operating under the integrated accounting system. They accumulate in the Headquarters DNA Accounting and Reports Division and the Armed Forces Radiobiology Research Institute Finance and Accounting Division.			
302.01 (302-01)	JOURNAL FILES. Documents relating to, and including, books of original entry maintained to record all financial transactions and to summarize accounting for monthly posting to the general ledger, consisting of the general journal, and special journals such as fund receipt, fund disbursement, and obligation journals.			
	Destroy 2 years after posting journal data to the general ledger.			Deviation from GRS 7, Item 4a
302.02 (302-02)	GENERAL ACCOUNTING LEDGERS. General accounts ledgers, showing debit and credit entries and reflecting expenditures in summary.			
	Cut off at the end of each fiscal year. Destroy 10 years after the close of the fiscal year involved.			GRS 7, Item 2

Withdrawn: R.T.D.: 10-21-80

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
302.03 (302-04)	<p><u>TRIAL BALANCE FILES.</u> Trial balances prepared from general ledger accounts.</p> <p>Destroy when 1 year old or on discontinuance.</p>		<p><i>Deviation from GRS 7, Item 4a</i></p>
302.04 (302-06)	<p><u>ACCOUNTING DOCUMENT FILES.</u> Documents posted to books of original entry. They include allotment documents, obligation documents, duplicate copies of disbursement vouchers, collection documents (including cash collections), adjustment documents (including adjustments related to deficiencies and irregularities), and related blocking tickets; checklistings for card checks; check reconciliation statements; check copies, copies of outstanding depository checks; notices of exception, and certificates of deposit; and comparable documents. Included are:</p> <p>a. Records created prior to FY 1976 (July 1, 1975):</p> <p>(1) HQ DNA and AFRRRI: Cut off at close of period covered by account, hold 2 years in CFA, retire to WNRC, destroy 10 years, 3 months after period covered by account.</p> <p>(2) FCDNA: Cut off at close of period covered by account, hold 2 years in CFA, transfer to RHA and destroy 10 years and 3 months after period covered by account.</p> <p>b. Records created after FY 1975 (June 30, 1975):</p> <p>(1) HQ DNA and AFRRRI: Cut off at close of period covered by account, hold 2 years in CFA, retire to WNRC, destroy 6 years, 3 months after period covered by account.</p> <p>(2) FCDNA: Cut off at close of period covered by account, hold 2 years in CFA, transfer to RHA and destroy 6 years, 3 months after period covered by account.</p>		<p><i>GRS 6, Item 19(1)</i></p> <p><i>GRS 6, Item 19(2)</i></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
302.05 (302-07)	<p><u>REPORTING FILES.</u> Copies of reports forwarded to higher echelons such as Department of Defense. Included are the following reports and related documents: status of allotments and suballotments; schedule of obligations by activity accounts; status of reimbursements; miscellaneous net disbursements and net collections; transactions for others; transactions for decentralized accounting offices; special open allotments; statement of accountability; summary schedule of transactions; schedule of transactions for others; net expenditures, reimbursements, and related cash transactions; status of advance payments for contracts; status of progress payments for contracts; obligations by object class; report of appropriation reimbursements; family housing operation and maintenance costs; and similar reports.</p> <p style="text-align: center;">Destroy 3 years after discontinuance of account.</p>	<del>GRS 6, Item 1b</del>	