

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-374-80-13
DATE RECEIVED	2 OCT 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
NOV 12 1980	<i>[Signature]</i> Archivist of the United States
Date	

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 2 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 SEP 24 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Pauline E. Korpanty</i>	E. TITLE Records Administrator
------------------------	---	-----------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
303 (304, 305 & 306)	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 the Comptroller Office, AFRI, which services both Headquarters, DNA, and AFRI.		
303.01 (304-02)	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. 10 Destroy <u>10</u> years after cutoff.	GRS 7, Item 3	
303.02 (304-11)	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. 3 Destroy when <u>3</u> years old.	GRS 7, Item 4a GRS 7, Item 4a	

Print charges made with DNA approval 9/10/80
Clos Out: 11-17-80: K.T.D.
Copy sent to Agency

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
303.03 (304-16)	<p><u>ACCOUNTS PAYABLE FILES CARDS.</u> Cards and similar documents indicating the amount disbursed to payees.</p> <p>Destroy 3 years after last entry on card or similar document, or on discontinuance.</p>		GRS 9, Elen Ya
303.04 (304-19 & 305-05)	<p><u>RECORD OF TRAVEL PAYMENT FILES.</u> Documents used to provide information concerning payment to individuals for official travel.</p> <p>Destroy 1 year after transfer of individual or termination of service.</p>		
303.05 (305-03)	<p><u>SUBSTANTIATING DOCUMENT FILES.</u> Retained copies of military pay orders; certificates for deductions, payments and allowances; and other substantiating documents that support entries on military pay records. A substantiating document is any document which is used to effect a credit or debit entry on military pay records.</p> <p>Destroy 1 year after close of pay record period to which they pertain.</p> <p>NOTE: These documents relate to the various military pay systems in use throughout DNA and accumulate in Finance and Accounts and offices that are responsible for administration and/or operation of the military pay function.</p>		Withdrawn
303.06 (306-06)	<p><u>AUTHORIZED TIMEKEEPER LIST FILES.</u> Documents indicating individuals responsible for timekeeping. Included are lists, memorandums, and communications.</p> <p>Destroy when superseded or when obsolete for any reason.</p>		